

# Microsoft EXCE 365 ADVANCED X

## CONDITIONAL FORMATS

- · Conditional formats: Formatting that changes based on the value in the cell, sandske traditional formats.
- Womer realizes council
  - below a specific threshold
  - Indicate how large a value is when compured to other values to which the same make in appointed.
  - Idontify the smallest and largest values. in the selected sames

### Display the Conditional Formatting Birett:

- Select the appropriate cells.
- Go to the Styles group on the Home tab.
- Click Conditional Formation

# 

### HIGHLIGHTING RULES

### Create a cell-highlighting rule:

- Display the Conditional Formatting list.
- Point to Highlight Cells Rules and then click the type of rule you want to create.
- Go to the dialog box that appears.
  - Define a rule to specify when Excel. should apply the format.
    - Click the list box's down arrow and click a produtional format

- Click Contour Format
- Go to the Format Colls dialog box.
- Define the format
- Chick O.C.
- Click OK
- Create a top or bottom rule:
- Display the Conditional Formatting list.
- · Point to EspeRietten Rules.
- Click the type of rule you want to create.
- Go to the dialog box.
- · Create the rule to specify when Excel should apply the format.
  - Click the list been's down arrow and click a prodefined format.

- Click Contons Format
- Go to the Format Cells dialog box
- Define the format.
- Click OX
- A THE P. LEWIS CO. L.

### Highlight unique or duplicate valuses lim a manager.

- Display the Conditional Formatting list.
- Point to Highlight Cells Rules.
- Chick Displicate Fishers.
- Go to the Displicate Falses dialog box.
  - Click the Format cells that contain list. become a discussion assessment
    - Click Dupdicete or Unique.
    - · Click the list box's down arrow and click a prodefined format.

 Click Custom Formet, use the controls in: the Former Cells dialog box to define the format, and then click OK twice.

### DATA BAR, COLOR SCALE & ICON SET FORMATS

### Data Bars

Reflect whether values are above or. Comparing two numbers in an Excel worksheet is easy, but it's difficult to compare . Select the Apply name fill color as positive multiple numbers with a quick glance.

- Data bar conditional format: Formatting that displays a color bar in the background of a cell so you can quickly compare the relative magnitude of values in a list.
- The length of the data bur represents the size of that cell's value in relation to the other cells to which you applied the conditional format.

### Create a data bar conditional formula:

- Displaye the Conditional Formatting list.
- Project to Desta Black.
- · Click the format you want to apply.

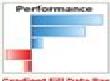
### Types of Data Bars

### · Cradical FIR formats:

- Gradually change from a solid fill at the left odge of the cell to white as the data bur over across the cell-
- Where introduced in Fixed 2007.
- · Nothink Fill Companies:
- Remain a solid color for the entire length
- Were added to Facul 2010 after user foodback indicated Gradient Fill data bars wome hand to interpret



### Sedid Fill Date Bar



### Gradient Fill Data Ban

### Show a data bar without showing the cell's contents:

- Display the Conditional Formatting list.
- Project to Dunte Masse.
- Click More Rules.
- Go to the New Formatting Rule dialog box.
- · Check the Show Bar Goly box.
- Click OK.

# Show negative values using a data

- · Display the Conditional Formatting list.
- Project to Desta Black.
- Clinic Morro Bulleti.
- . Go to the New Formatting Rule dialog box.
- Click the Negative Fisher and April botton.
  Click Number.

- Go to the Negative False and Asia Settings.
  Go to the Maximum column's False box.
- Click the Fill Color button and select a fill. color for negative values.

- Brane conditions
- In the Axis settings section of the dialog box, select any of these options to position . Point to Color Scales. the axis separating positive and negative . Click More Rules.
  - .thetematic (display at variable position based on negative values).
- Cariff maildgeories
- Name (above negative values in the same direction as positive)
- · Click the Axis color button and select a problem from their archiv-
- · Click OE twice to alone the dialog boxes.

### Color Scales

Color scales use gradually changing colors, called gradients, to represent changes in cell-

EX: A color scale that displays cells with small values in white and larger values in red would fill the background. of the cell that contains the smallest vadue with a pure white background and add bits of red to represent larger values. The cell that contains the largest vialue in the range would have a background of pure red.

### Create a color scale conditional Common to

- · Display the Conditional Formatting list.
- Posint to Color Scoles.
- Click the format you want to apply:

NOTE: You can select two-color or threecolor Color Scales. If your data falls into two distinct ranges, ove a two-color scale. If your data falls into three distinct ranges, such as poor, fair, and good performance, use a threecolor scale.

Phone	Matter L.	Stational -	Shadowell	Markey 1997
1000	3.3	941	Contract Contract	200
20	346	79.	107	10.0
30.		200	100	100
- 4		311	100	19.0
	170	100		

Two-Color Color Scale

### Base color scales on specific minimum & maximum values:

- Display the Conditional Formatting list.
- Point to Color Scales.
- Click More Rules.
- Go to the New Formatting Rule dialog box.
- · Click the Minimum column's Type list being to discount acressors.
- C'Sich Nisselber
- · Go to the Minimum column's Falsy box.
- Enter a minimum scale value.
- · Click the Maximum column's Fige list book's dorsen arrows.

- Einter a maximum scale value.
- \* CTRACK CARC

NOTE: Any values below the minimum you set will be formatted as if they were the minimum value. Excel treats values larger than the marcineous you set in a similar way.

- . Display the Conditional Formatting list.

- Go to the New Formatting Rule dialog box.
- . Click the Minimum column's Color contriolly dones arrests
- Click the color you want to apple.
- Click the Maximum column's Color controil's down amore.
- Click the color you want to apply.
- Click OK.

### Long Sets

- · Icon sets: Collections of small graphics, or icons, that visually represent how the contents of a worlosheet cell compare to a not of criteria you define.
- Quick visual summaries are perfect for dashboards and worksheets that summarice an organization's operational data in relation to metrics established by the erganization.
- Most daubboards use a variation of green, yellow, and rod traffic lights to indicate good, fair, and poor performance

### Create an icon set conditional Comment

- Display the Conditional Formatting list.
- . Point to Josep Sets.
- Click the format you want to apply.

Miowth	On-T	irme %
January		83
February	im-	72
March		94
April		70

Three-Indicator look Set.

### Apply icons by number instead of perfected to

- Display the Conditional Formatting list.
- Point to Lean Sets.
- Click More Rades.
- Go to the New Formatting Rule dialog box.
- Click the first Type list box's down arrow.
- Click Number.

NOTE: You should change the rule type first when creating or editing an icon set rule where Excel compares values to a number nother than a percent of the value. If you change the Fisher and comparison operators and then change the type to Namber, Excelwill never the comparison operator and contopots of the Fisher box.

- · Click the first comparison operator list book's down agrees.
- Select the operator to use in the comparison.

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Jessica J Manson

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