



Microsoft

Excel 365 ADVANCED X

CONDITIONAL FORMATS

- **Conditional format:** Formatting that changes based on the value in the cell, unlike traditional formats.

Your rules can:

- Reflect whether values are above or below a specific threshold
- Indicate how large a value is when compared to other values to which the same rule is applied
- Identify the smallest and largest values in the selected range

Display the Conditional Formatting list:

- Select the appropriate cells.
- Go to the **Styles** group on the **Home** tab.



Click Conditional Formatting:

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 predefined format.

OR

- Click **Custom Format**
- Go to the **Format Cells** dialog box.
- Define the format.
- Click **OK**.
- Click **OK**.

Create a top or bottom rule:

- Display the **Conditional Formatting** list.
- Point to **Top/Bottom 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 box's down arrow and click a predefined format.

OR

- Click **Custom Format**
- Go to the **Format Cells** dialog box.
- Define the format.
- Click **OK**.
- Click **OK**.

Highlight unique or duplicate values in a range:

- Display the **Conditional Formatting** list.
- Point to **Highlight Cells Rules**.
- Click **Duplicate Values**.
- Go to the **Duplicate Values** dialog box.
 - Click the **Format cells that contain list box's** down arrow.
 - Click **Duplicate** or **Unique**.
 - Click the list box's down arrow and click a predefined format.

OR

- Click **Custom Format**, use the controls in the **Format Cells** dialog box to define the format, and then click **OK** twice.

DATA BAR, COLOR SCALE & ICON SET FORMATS

Data Bars

Comparing two numbers in an Excel worksheet is easy, but it's difficult to compare 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 bar 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 format:

- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click the format you want to apply.

Types of Data Bars

Gradient Fill formats:

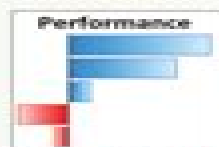
- Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
- Were introduced in Excel 2007

Solid Fill formats:

- Remain a solid color for the entire length of the data bar
- Were added to Excel 2010 after user feedback indicated Gradient Fill data bars were hard to interpret.

Year	Sales
2019	\$ 1,300,000
2020	\$ 2,900,000
2021	\$ 1,850,000

Solid Fill Data Bar



Gradient Fill Data Bar

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

- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Check the **Show Bar Only** box.
- Click **OK**.

Show negative values using a data bar:

- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the **Negative Value and Axis** button.

- Go to the **Negative Value and Axis Settings** dialog box.

- Click the **Fill Color** button and select a fill color for negative values.

OR

- Select the **Apply same fill color as positive bar** option.
- In the **Axis** settings section of the dialog box, select any of these options to position the axis separating positive and negative values:
 - **Automatic** (display at variable position based on negative values)
 - **Cell midpoint**
 - **None** (show negative values in the same direction as positive)
- Click the **Axis color** button and select a color for the axis.
- Click **OK** twice to close the dialog boxes.

Color Scales

Color scales use gradually changing colors, called **gradients**, to represent changes in cell values.

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 value with a pure white background and add bits of red to represent larger values. The cell that contains the largest value in the range would have a background of pure red.

Create a color scale conditional format:

- Display the **Conditional Formatting** list.
- Point to **Color Scales**.
- Click the format you want to apply.

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

Hour	Station 1	Station 2	Station 3	Station 4
1	13	92	89	29
2	58	74	87	32
3	9	14	84	15
4	8	31	43	52
5	72	68	52	89

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 box's down arrow.
- Click **Number**.
- Go to the **Minimum column's Value** box.
- Enter a minimum scale value.
- Click the **Maximum column's Type** list box's down arrow.
- Click **Number**.

- Go to the **Maximum column's Value** box.
- Enter a maximum scale value.

Click OK

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

- 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 Color** control's down arrow.
- Click the color you want to apply.
- Click the **Maximum column's Color** control's down arrow.
- Click the color you want to apply.
- Click **OK**.

Icon Sets

- **Icon sets:** Collections of small graphics, or icons, that visually represent how the contents of a worksheet cell compare to a set of criteria you define.
- Quick visual summaries are perfect for dashboards and worksheets that summarize an organization's operational data in relation to metrics established by the organization.
 - Most dashboards use a variation of green, yellow, and red traffic lights to indicate good, fair, and poor performance.

Create an icon set conditional format:

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

Month	On-Time %
January	83
February	72
March	94
April	70

Three-Indicator Icon Set

Apply icons by number instead of percent:

- Display the **Conditional Formatting** list.
- Point to **Icon Sets**.
- Click **More Rules**.
- 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 rather than a percent of the value. If you change the **Value** and comparison operators and then change the type to **Number**, Excel will reset the comparison operator and contents of the **Value** box.

- Click the first comparison operator list box's down arrow.
- Select the operator to use in the comparison.

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Maximizing the Value of Consulting Jack J. Phillips, William D. Trotter, Patricia Pulliam Phillips, 2015-05-19 Provide organized efficient relevant consulting with lasting value Maximizing the Value of Consulting is an indispensable practical guide for managing measuring and delivering the results that make internal and external consulting a lasting value to clients and the company Sponsored by the ROI Institute and the Association of Internal Management Consultants this book provides a roadmap to relevance for consultants operating in the increasingly fast paced changing dynamic environment Readers will learn how to use resources properly and manage the investment efficiently while truly connecting to the business securing appropriate levels of commitment and providing adequate levels of support Detailed coverage includes guidance toward calculating the value of consulting in terms that executives understand including business impact and ROI and using the

appropriate tools to show how things are working throughout the process Whether organizations are using internal or external consultants or both consultants can provide better value to the company Consultants are needed to provide advice support and insight into the processes undertaken to improve the business and integrate the input of different functional units into a more streamlined strategy This book is designed to help consultants provide the utmost value to clients by maximizing organization efficiency and ultimately ROI Manage for value with better organization and cost control Set objectives at multiple levels to deliver useful results Measure implementation impact ROI and intangibles Use final results to drive appropriate actions creating lasting value The skyrocketing need for internal and external consultants will continue in almost every functional area ranging from HR and technology to auditing and risk management Maximizing the Value of Consulting provides a manual for relevant value driven consulting with world renowned expert insight Crust-Mantle and Lithosphere-Asthenosphere Boundaries Gianluca Bianchini, Jean-Louis Bodinier, Roberto Braga, Marjorie Wilson, 2017-05-10 This 10 chapter volume encompasses contributions from a wide spectrum of Earth science disciplines including geophysics geodynamics geochemistry and petrology to provide an overview of the nature and evolution of the crust mantle and lithosphere asthenosphere boundaries in different tectonic settings combining studies that exploit different types of data and interpretative approaches The integration of geochemical geophysical and geodynamic data sets and their interpretation provides a state of the art summary of current understanding and will serve as a blueprint for future research activities

2021: Highlights in Membrane Traffic Vladimir Lupashin, 2022-08-25 **Mastering Structural Heart Disease** Eduardo J. de Marchena, Camilo A. Gomez, 2023-02-13 MASTERING STRUCTURAL HEART DISEASE A COMPREHENSIVE AND IN DEPTH GUIDE TO MANAGING THE TREATMENT OF STRUCTURAL HEART DISEASE In Mastering Structural Heart Disease a team of distinguished experts in interventional cardiology deliver a complete and robust explanation of nearly all present day structural heart disease devices their appropriate uses and technical tricks to help ensure treatment success The text is written in a Socratic question and answer format which is designed to help readers absorb and retain knowledge Online clinical cases and vignettes supplement the material in the book providing a comprehensive overview of the subject The authors combine the latest techniques devices clinical research trials future directions and innovation ideas into a single practical and accessible study and practice resource From transcatheter valvular interventions interventions for selected adult congenital structural diseases and a variety of other cardiac disorders that require intervention readers will find coverage of the treatment of virtually every structural disease they re likely to encounter in practice They ll also find A thorough introduction to structural interventions for the aortic valve including the natural history hemodynamic assessment and transcatheter interventions Comprehensive explorations of structural interventions for the mitral valve including imaging assessment and procedural planning with dedicated imaging tools prior to mitral valve edge to edge repair and transcatheter mitral valve replacement Practical discussions of structural interventions for the tricuspid and pulmonic valves including

intraprocedural imaging devices and techniques Extensive treatments of structural interventions for the left atrial appendage and management of perivalvular leaks Complete discussion of the latest devices and techniques for pulmonary embolism interventions renal denervation and mechanical support for structural interventions Perfect for interventional cardiologists general cardiologists and cardiac surgeons Mastering Structural Heart Disease will also earn a place in the libraries of fellows in training and internists seeking a comprehensive guide to the management of structural heart disease **Special Papers**, 1934 **Crust-Mantle Interactions and Granitoid Diversification** J. Halla, M.J. Whitehouse, T. Ahmad, Z. Bagai, 2017-03-01 This Special Publication sheds light on crust formation and tectonic processes in early Earth by focusing on Archaean granitoids and related rocks from West Greenland in the North Atlantic Craton Karelia Province of the Fennoscandian Shield Eastern Dharwar and Bundelkhand cratons in the Indian Shield and Bug Complex of the Ukrainian Shield Resulting from the IGCP SIDA 599 project The Changing Early Earth this compilation of papers provides explanations on the nomenclature of Archaean granitoids and explores the petrology element and isotope geochemistry geochronology and metamorphism of granitoids and supracrustal rocks of variable metamorphic grade This volume provides information on the increase and timing of crust mantle interactions and granitoid diversification from early Archaean protoliths of island arc origin to the emergence of multi source high K calc alkaline granitoid batholiths at convergent continental margins The formation of abundant granitoid batholiths suggests a significant change in mantle dynamics and plate tectonics towards the end of the Archaean **Pan-Genome Level Genotype and Phenotype Prediction: Advances in Precision Agriculture** Penghao Wang, Washington Gapare, Jian Ma, 2021-11-26 **Plant Adaptations to Phosphate Deficiency** Alex Joseph Valentine, Alejandra Zúñiga-Feest, Aleysia Kleinert, Pablo Cornejo, Vagner A. Benedito, 2021-05-18 Phosphate is an essential mineral to all plants and its availability in soils is an increasing challenge for agriculture Phosphate is abundant in soils but its biological availability is often low due to the complexes that it forms with soil minerals and compounds The biological availability of Phosphate is further reduced in acidic soils which represent approximately 40% of earth's arable agricultural lands Agricultural systems compensate Phosphate deficiency with fertilizers coming from the mining of rock phosphate which is estimated to exhaust within the next 50 years For these reasons Phosphate limitations in natural and agricultural ecosystems is going to become a global problem and we urgently need to better understand how plants respond to Phosphate deficiency *Coral Reefs in the Anthropocene* Michael Sweet, Dominic A. Andradi-Brown, Christian Robert Voolstra, Catherine Ellen Ivy Head, David Curnick, Thomas K. Frazer, Anastazia T. Banaszak, 2020-02-04 Every year 10 outstanding Research Topics are selected as finalists of the Frontiers Spotlight Award These shortlisted article collections each address a globally important field of research with the potential to drastically impact our future They bring together the latest cutting edge research to advance their fields present new solutions and foster essential large scale collaborations across multiple disciplines and research groups worldwide This international research prize recognizes the most innovative

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