



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 format:**
 - 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 format:**
 - 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	52	89	79
2	58	74	37	34
3	9	14	84	15
4	8	31	43	52
5	72	60	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.

Microsoft Excel 2015 Study Guide Answers

**Jason Lodge, Jared Horvath, Linda
Corrin**



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Data and Analytics in Accounting Ann C. Dzuranin, Guido Geerts, Margarita Lenk, 2024 *Data Analytics in Accounting An Integrated Approach* develops an integrated data analysis and critical thinking skill set needed to be successful in the rapidly changing accounting profession Following a pattern based approach to profiling cleaning and transforming data the

book helps explore data from a variety of perspectives for analytical purposes and key data relationships The text guides students to develop the professional skills they need to plan perform and communicate data analyses effectively and efficiently in the real world This international edition introduces a new feature Data Analytics and Decision Making at the end of the book which offers students the opportunity to see how they can use data analytics to help solve realistic business problems In addition topical changes have been made in select chapters and brief exercises along with multiple choice questions have been revised in all the chapters

Advances in Understanding the Nature and Features of Misophonia

M. Zachary Rosenthal, Cara Altimus, Julia Campbell, 2023-10-06

Handbook of Research on Engaging Digital Natives in

Higher Education Settings Pinheiro, Margarida M., Simões, Dora, 2016-03-29 The integration of technology has become so deeply rooted into modern society that the upcoming generation of students has never known a world without such innovations This defining trait calls for an examination of effective methods in which to support and motivate these learners The Handbook of Research on Engaging Digital Natives in Higher Education Settings focuses on the importance of educational institutions implementing technology into the learning and teaching process in order to prepare for students born into a digital world Highlighting relevant issues on teaching strategies and virtual education this book is a pivotal reference source for academicians upper level students practitioners and researchers actively involved in higher education

Radical Solutions for Education in Africa Daniel Burgos, Jako Olivier, 2021-08-02 This book explores the state of open education in terms of self directed learning on the African continent Through a combination of conceptual systematic literature review and empirical chapters readers will get a research based impression of these aspects in this area Apart from presenting existing wider trends regarding open education this book also reports on effective open practices in support of self directed learning

Data governance in African health research: ELSI challenges and solutions Donrich

Thaldar, Simisola Oluwatoyin Akintola, Bonginkosi Shoji, 2025-04-02 Data protection legislation is increasingly being enacted in African countries Additionally the African Union recently adopted the AU Data Protection Framework How are these legal and policy developments influencing established ethics notions about data governance in health research For example is broad or tiered consent to research participation sufficient or does new legislation require specific consent How do individual rights in data interact with communitarian values Should health research receive special treatment from a data protection regulatory perspective How should African countries approach AI in healthcare This research topic aims to identify and analyse ELSI challenges in contemporary data governance in African health research and to develop possible solutions for such challenges Articles in this research topic will aim to assist policy makers health researchers and ELSI practitioners in Africa to better navigate and where relevant improve data governance in African health research Perspective style articles as well as more in depth research articles are welcome While articles can analyse fundamental theoretical issues application oriented articles and articles that explore lessons learnt in practice are especially encouraged Authors should address one or

more of following inter related themes within the research topic of data governance in African health research 1 Conflicts between new legal and policy developments and established ethics notions 2 Africanisation decolonisation and intra African rule harmonisation 3 The evolution of informed consent and the role of trust 4 The various legal ethical and social dimensions or meanings of data and how these dimensions interact 5 Power and control This includes individual institutional ethnic community and national claims to data It also includes existing and proposed structures of control of data such as data trusts and data transfer agreements DTAs 6 Engagement with data protection regulatory authorities 7 Artificial intelligence and Big Data

Ideas for 21st Century Education Ade Gafar Abdullah, Ida Hamidah, Siti Aisyah, Ari Arifin Danuwijaya, Galuh Yuliani, Heli S.H. Munawaroh, 2017-08-09 Ideas for 21st Century Education contains the papers presented at the Asian Education Symposium AES 2016 held on November 22-23 2016 in Bandung Indonesia The book covers 11 topics 1 Art Education AED 2 Adult Education ADE 3 Business Education BED 4 Course Management CMT 5 Curriculum Research and Development CRD 6 Educational Foundations EDF 7 Learning Teaching Methodologies and Assessment TMA 8 Global Issues in Education and Research GER 9 Pedagogy PDG 10 Ubiquitous Learning UBL 11 Other Areas of Education OAE

Learning Analytics in the Classroom Jason Lodge, Jared Horvath, Linda Corrin, 2018-10-03 Learning Analytics in the Classroom presents a coherent framework for the effective translation of learning analytics research for educational practice to its practical application in different education domains Highlighting the real potential of learning analytics as a way to better understand and enhance student learning and with each chapter including specific discussion about what the research means in the classroom this book provides educators and researchers alike with the tools and frameworks to effectively make sense of and use data and analytics in their everyday practice This volume is split into five sections all of which relate to the key themes in understanding learning analytics through the lens of the classroom broad theoretical perspectives understanding learning through analytics the relationship between learning design and learning analytics analytics in the classroom and the impact it can and will have on education implementing analytics and the challenges involved Bridging the gap between research theory and practice Learning Analytics in the Classroom is both a practical tool and an instructive guide for educators and a valuable addition to researchers bookshelves A team of world leading researchers and expert editors have compiled a state of the art compendium on this fascinating subject and this will be a critical resource for the evolution of this field into the future

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