



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	32
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.

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for additional instruction and to make the material easy to follow Visit www.vtcdesign.com *Obstetric Hemorrhage* Sheela V Mane, Shobha N Gudi, Priyanka Dilip Kumar, 2019-11-26 SECTION 1 DEMOGRAPHY CLINICAL GOVERNANCE AND AUDIT SECTION 2 HEMORRHAGE IN EARLY PREGNANCY SECTION 3 ANTEPARTUM HEMORRHAGE SECTION 4 POSTPARTUM HEMORRHAGE SECTION 5 CRITICAL SITUATIONS Resources in Education , 1998 **Proceedings of the XVII International symposium SymOrg 2020** Dušan Starčević, Sanja Marinković, 2020-06-30 Ever since 1989 the Faculty of Organizational Sciences University of Belgrade has been the host of SymOrg an event that promotes scientific disciplines of organizing and managing a business Traditionally the Symposium has been an opportunity for its participants to share and exchange both academic and practical knowledge and experience in a pleasant and creative atmosphere This time however due the challenging situation regarding the COVID 19 pandemic we have decided that all the essential activities planned for the International Symposium SymOrg 2020 should be carried out online between the 7th and the 9th of September 2020 We are very pleased that the topic of SymOrg 2020 Business and Artificial Intelligence attracted researchers from different institutions both in Serbia and abroad Why is artificial intelligence a disruptive technology Simply because it significantly alters the way consumers industries or businesses operate According to the European Commission document titled Artificial Intelligence for Europe 2018 AI is a key disruptive technology that has just begun to reshape the world The Government of the Republic of Serbia has also recognized the importance of AI for the further development of its economy and society and has prepared an AI Development Strategy for the period between 2020 and 2025 The first step has already been made the Science Fund of the Republic of Serbia after a public call has selected and financed twelve AI projects This year more than 200 scholars and practitioners authored and co authored the 94 scientific and research papers that had been accepted for publication in the Proceedings All the contributions to the Proceedings are classified into the following 11 sections Information Systems and Technologies in the Era of Digital Transformation Smart Business Models and Processes Entrepreneurship Innovation and Sustainable Development Smart Environment for Marketing and Communications Digital Human Resource Management Smart E Business Quality 4 0 and International Standards Application of Artificial Intelligence in Project Management Digital and Lean Operations Management Transformation of Financial Services Methods and Applications of Data Science in Business and Society We are very grateful to our distinguished keynote speakers Prof Moshe Vardi Rice University USA Prof Bla Zupan University of Ljubljana Slovenia Prof Vladan Deved i University of Belgrade Serbia Milica uri Jovi i PhD Director Science Fund of the Republic of Serbia and Harri Ketamo PhD Founder Chairman of HeadAI ltd Finland Also special thanks to Prof Dragan Vukmirovi University of Belgrade Serbia and Prof Zoran evarac University of Belgrade Serbia for organizing workshops in fields of Data Science and Machine Learning and to Prof Rade Mati Belgrade Business and Arts Academy of Applied Studies and Milan Dobrota PhD CEO at Agremo Serbia for their valuable contribution in presenting Serbian experiences in the field of AI The Faculty of Organizational Sciences would to express its gratitude to

the Ministry of Education Science and Technological Development and all the individuals who have supported and contributed to the organization of the Symposium We are particularly grateful to the contributors and reviewers who made this issue possible But above all we are especially thankful to the authors and presenters for making the SymOrg 2020 a success *Maximizing the Value of Consulting* Jack J. Phillips, William D. Trotter, Patricia Pulliam Phillips, 2015-06-15 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 **Office 2016 For Dummies** Wallace Wang, 2015-09-29 *Office 2016 For Dummies* 9781119077374 is now being published as *Office 2016 For Dummies* 9781119293477 While this version features an older Dummies cover and design the content is the same as the new release and should not be considered a different product The bestselling Microsoft Office book of all time Packed with straightforward friendly instruction this updated edition of the bestselling Microsoft Office book

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Mastering Structural Heart Disease Eduardo J. de Marchena, Camilo A. Gomez, 2023-01-09 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 2021: Highlights in Membrane Traffic Vladimir Lupashin, 2022-08-25 *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 *MotherScholaring During the COVID-19 Pandemic* Heather K. Olson Beal, Chrissy J. Cross, Lauren E. Burrow, 2023-12-11 This book presents interdisciplinary empirical studies about the COVID 19 pandemic s complex influence on the professional personal and family lives of mothers in academia or MotherScholars It calls attention to how the COVID 19 pandemic and higher education s responses to it highlight the historical societal and cultural inequities between diverse groups of MotherScholars The volume represents diverse ethnicities e g Black Pinay Asian American an assortment of disciplines e g sociology education psychology Asian American studies etc and a variety of methodologies e g collaborative autoethnography photovoice kuwentos etc to share diverse narratives linked through an identity and pursuit of MotherScholarhood It addresses the wide range of pressures and influences affecting mothers in academia and tackles the additional burdens and prejudices MotherScholars with marginalized cultural and religious identities face Taken as a whole the book presents important and complementary findings through different MotherScholar perspectives which underscore the complexity of their experience and how it was impacted by a global pandemic MotherScholaring During the COVID 19 Pandemic will be a key resource for researchers and practitioners of education studies educational research educational leadership and policy educational administration gender studies and women s studies This book was originally published as a special issue of the Peabody Journal of Education 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 and impactful topics and the winning team of editors receives 100 000 to organize an international scientific conference on the theme of their successful collection.

Recent Advances in the Evolution of Euarchontoglires Lucja A. Fostowicz-Frelik, Deyan Ge, Irina Ruf, 2022-01-27 [Yearbook of International Organizations 2014-2015 \(Volume 3\)](#) Union Of International Associations, Union of International Associations, 2014-08-20 The Yearbook of International Organizations provides the most extensive coverage of non profit international organizations currently available. Detailed profiles of international non governmental and intergovernmental organizations IGO collected and documented by the Union of International Associations can be found here. In addition to the history, aims and activities of international organizations with their events, publications and contact details, the volumes of the Yearbook include networks between associations, biographies of key people involved and extensive statistical data. Volume 3 allows readers to locate organizations by subjects or by fields of activity and specialization and includes an index to Volumes 1 through 3.

The ... American Marketing Association International Member & Marketing Services Guide American Marketing Association, 2001 [New Jersey Register](#) , 2015

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