#### CONDITIONAL FORMATS

- Conditional formats: Formatting that. changes based on the value in the cell, undike traditional formats.
- a Winner and an event
  - below a specific threshold
  - Indicate how large a value is when compured to other values to which the same rule is applied.
  - Montify the smallest and largest values in the reflected range

#### Display the Conditional Formatting Blocks:

- Select the appropriate cells.
- Go to the Systes group on the Mone tob.
- Click Conditional Formatting:

# 100

#### HIGHLIGHTING RULES

#### Create a cell-highlighting rule:

- Display the Conditional Formatting list.
- · Point to Wighlight Cell's Roles and then click the type of rule you want to create.
- Go to the dialog box that appears.
  - · Define a ride to specify when Excelshould apply the format.
    - Click the list bee, a down arrow and click a prodeficed format.

- Click Costom Format
- Go to the Format Cells dialog box
- Define the format
- ATTRIBUTE ATMICT
- CTRUSH COURT

#### Create a top or bottom rule:

- Display the Conditional Formatting list.
- · Point to Repr Beating Rules.
- Click the type of rule you want to encute.
- v. Cleans the durling box.
- · Create the rule to specify when Excel should apply the format.
  - Click the list box's down arrow and click a productioned formula.

- Click Contone Format
- Go to the Formut Cells diskog box.
- Deline the format
- Click OK
- CONTRACTOR OF STREET

#### Highlight unique or duplicate valwe've fine or manager's

- Display the Conditional Formatting list.
- Point to Highlight Cells Rules.
- Click Deplicate Nature.
- · Go to the Duplicate Follow disking box.
  - Click the Format cells that contain list. book's disreson aerosse.
  - · Click Duplicate or Unique.
  - · Click the list box's down amore and boars ellick a predefined format.

· Click Contour Format, use the controls in the Format Cells dialog bun to define the . Go to the New Formatting Role dialog box. format, and then click OK twice.

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

#### Oata Bars

Reflect whether values are above or | Comparing two numbers in an Excel workshoot in easy, but it's difficult to compare . Select the Apply name fill eafer as positive anultiple mumbers with a quick glance.

- Data har conditional format: Formation that displays a color but in the background of a cell to you can quickly commone the relative magnitude of vidues in a first.
- · The length of the data has represents the size of that cell's value in relation to the other cells to which you applied the condistinguish discounts.

#### Create a data bar conditional Concessed:

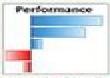
- Display the Conditional Formatting list.
- · Product to Ducto Blace.
- · Click the format yes want to apply.

#### Types of Data Bars.

- · Gradient Fill formats:
- Cityadapilly change from a solid fill at the lieft oder of the cell to white as the data from govern management (that world)
- West introduced in Exact 2007 · Notice Pall formants:
- - Recognition a worked corlors that they are time benugely. ort that data bear
  - Where added to Enough 2010 offer town foodback indicated Gradient Fell data bare weens hand to interpret.



#### Solid Fill Dots Bur



Gradient Fill Oats Bar

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

- · Display the Conditional Formatting list.
- · Purint to Duty Burn.
- Click More Roles.
- Go to the New Formatting Rode diskog box.
- . Check the Show Bar Only box.
- Client Out:

### Show negative values using a data

- · Display the Conditional Formatting list.
- Project to Dieta Black.
- \* Click More Roles.
- Click the Negative Enlaw and Anis button. Click Namber.

- disday box.
- Click the Fill Color button and select a fill. polor for negative values.

- Board appropriation
- In the date settings section of the dialog bon, select any of these options to position the axis securating positive and accuracy
  - Antomotic (display at variable position) based on negative values)
- Carl maid parties
- Name (show pagative values in the same dissection as positive):
- . Click the Auls enley button and select a profess files that are in-
- Click OK twice to close the dialog boxes.

#### Color Scales

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

EXt 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 hits of red to serve-ent langer values. The cell that contains the largest value in the range would have a backgreened of pure red.

#### Create a color scale conditional Corremate

- Display the Conditional Formatting list.
- · Posint to Codey Scallen.
- · Click the format you want to apply.

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

Thoras.	Market 1	Martiner 2	Statement &	Market 4
	10	94	100	
	3.0	798	117	9.0
		54	2.04	1.00
- 40	100	301	4.00	10.0
	2 170	90	147	

Two Color Color Scale

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

- · Display the Condennal Farmaning list.
- Project to Circles Speden.
- at 10 March 1 March 10 March 10
- Go to the New Formatting Rule dialog box.
- · Click the Missimum column's Type list book's domin arrows.
- Click Number.
- Go to the Minimum column's False box.
- Enter a minimum scale value.
- · Click the Meximum column's Type list being to distracts present.

- Go to the Negative False and Asia Serrings.
   Go to the Maximum column's False box.
  - Enter a maximum scale value.
  - A REPORT OF STREET

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

- · Display the Conditional Formatting list.
- . Point to Color Spales.
- . Click Moor Roles.
- Go to the New Formatting Role dialog box.
- . Click the Minimum polumn's Color contool's down acres.
- Click the color you want to apply.
- · Click the Maximum column's Color contotal's discount assessed
- Click the color you want to apply. Click O.C.

#### Icon Sets

- Been sets: Collections of small graphics. or icons, that visually represent how the contents of a workshoot cell company to a set of oritoria you define.
- · Quick visual summaries are perfect for disabbounds and workshoots that commisrice an organization's operational data in relation to metrics established by the englandstations.
  - Most dashbounds use a variation of green. yellow, and red truffly lights to indicate pood, fair, and poor performance

### Create an icon set conditional

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

Month	On-Ti	eme 96
January.		8.3
February		72
March	100	94
April		7/0

Three-Indicator took Set.

#### Apply icons by number instead of percent:

- Display the Conditional Formatting list.
- . Period to Joseph Sects.
- Click More Rules.
- Go to the New Formutting Pools Sixling box.
- Click the first Fige list box's down arms.
- Click Number.

NOTEE: You should change the rule type first when creating or editing an icon set rate whose Excel communes 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 Number, Excelwill reset the comparison operator and contunness of the Faster bons.

- · Click the first comparison operator list. Doors," is allowed to personal
- Select the operator to use in the comparison.

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