

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 workmultiple numbers with a quick plance.

- 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 but given 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.

- sheet is easy, but it's difficult to compare . Select the Apply name fill color as positive 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 threecollege worder.

THURSDAY.		Market L.	Station 2	Shadowell -	Madesonia
	16	27	100	Control of the last	200
	10	340	74	1907	100
	36		3.0	100	100
	46		311	40	5.0
	20	TW.	100	6.0	

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 acresses.
- 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.
- * ACTIONS CARL

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.

Month	On-T	ione %
January		83
Feibruary		72
March		94
Ameril		70

Three-Indicator Icon Set.

Apply icons by number instead of perfected to

- Display the Conditional Formatting list.
- Point to Lean Sets.
- Click Moor Rudge. 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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Microsoft Excel 2007 Study Guide:

The Unofficial Guide to Microsoft Office Excel 2007 Julia Kelly, Curt Simmons, 2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its guirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practicalinformation Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid commonpitfalls And finally check out Inside Scoops for practical insights from the author It s like having your own expert at your side Excel 2007 Helen Dixon, 2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and Create and Use Spreadsheets ,2008 shortcuts A Guide to Microsoft Excel 2007 for Scientists and Engineers Bernard Liengme, 2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2007 Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results Updated with new examples problem sets and applications Creating

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