



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
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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	29
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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web mar 3 2021 in total government funding accounts for about 15 percent of art museums annual budgets according to the association of art museum directors

the costs and funding of exhibitions smithsonian institution - May 15 2023

web for the 73 art exhibitions the average cost was 90 000 while for the 77 non art exhibitions the average cost was nearly 450 000 the average cost per sq ft 7 for the art exhibitions was 19 40 sd 14 91 median 16 50 while the average for the non art exhibitions was 91 89 sd 127 65 median 50 8 the average size for the

budgeting for an exhibition director of the arts carleton college - Sep 19 2023

web jan 30 2020 for example if you want to print 20 color posters to post on campus and in northfield budget about 5 00 for printing 0 24 per print examples the examples given below were funded in part by viz grants they represent a relatively small scale exhibition and a larger scale exhibition

budget request national gallery of art - Nov 09 2022

web exhibitions and specially designed workshops and resources for teachers such as school tours and online programs for all grade levels the national gallery s conservation division is one of the largest and most comprehensive of the world s art museums with laboratories for conserving paintings

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web here we re sharing a step by step guide to creating a budget we ll cover how to start thinking about the resources you need to realize your project how to research different costs how to refine and edit your budget creating multiple budget options and the difference between internal and external budgets

detailed budget museum of contemporary art - Aug 06 2022

web dec 4 2015 this document presents a proposal for a new extension to the museum of br contemporary art mca it explains why the current building is inadequate and br the benefits of the proposed new facilities br the building is the former home of the maritime services board msb and dates br

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web apr 12 2020 you could choose to purchase a budget exhibition stand but these typically lack the impressive visuals you ll need for a successful exhibition instead to maximise your exhibition budget we have put together a list of cost saving tips to

help you manage your costs effectively check out our top ten exhibit budgeting tips below plan early

organizing an exhibition project step by step guide art bridges - Mar 13 2023

web feb 14 2020 seek estimates and prepare a budget for your organizer costs as well as the venue shared costs associated with the exhibition you will need to provide the total valuation for the show and determine insurance coverage as part of the budgeting process please use the budget template provided here 3

how to setup a museum marketing budget medium - May 03 2022

web mar 18 2019 medium museums data driven museum marketing model medium museum a 8 500 000 annual budget

total marketing budget 170 000 102 000 hire ad buy agency for seasonal audience re

budget american alliance of museums - Dec 10 2022

web the alliance has compiled this set of budget resources from throughout the nonprofit and museum sector budgeting for nonprofits the national council of nonprofits developed this helpful tool to assist nonprofit managers in creating an annual budget

chapter 29 the economics of museums sciencedirect - Jan 31 2022

web jan 1 2006 so for example special exhibitions provide an opportunity for directors of art museums to appropriate at least part of the extra revenue generated

museum exhibition planning tool university of oregon - Apr 14 2023

web example museum is planning an exhibition of artwork by a renowned native american artist 1 exhibition goals are clearly articulated early in the planning process goal to attract a higher proportion of native american visitors 2 exhibition tasks across various museum areas are coordinated and unified behind goals

exhibition budget cost list marler haley - Aug 18 2023

web in this guide you re going to learn how to budget for an exhibition you ll get a deeper look into costs of exhibitions how to budget for an exhibition a typical checklist of items we ve even created an exhibition cost calculator spreadsheet to help you keep those budgets in balance

art museums by the numbers 2018 association of art museum - Mar 01 2022

web 2018 the art museums by the numbers report is released regularly by the association of art museums directors aamd to inform audiences about key aspects of art museum operations the report provides an overview of the field with benchmarking data drawn from aamd s yearly member survey

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web jun 23 2011 out door exhibits 300 550 per sq ft interactive high end water exhibits traveling exhibition 100 400 per sq ft dependent on level of interactivity visitor center 150 300 per sq ft children s museum 150 350 per sq ft art museum

exhibition 75 200 per sq ft

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web 1 to create an exhibition for a small museum on a limited budget 2 to tell the story of the music and performing arts at the treasure island museum 3 to create a guide on the development of exhibitions for museums on small budgets that can be used for direction when developing the next exhibition project

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web feb 9 2022 image acquisition av hardware shipping materials and more can quickly throw a conservative project budget way off track unless these aspects are carefully considered during the design process current estimates for the cost of museum exhibits are around 75 to more than 800 per square foot

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web may 21 2021 here are the main costs involved in organizing an art exhibition 1 venue after choosing a theme and title for the art exhibition select an appropriate venue that is easily accessible from different parts of the city you can choose a library local park café your own studio a community center mall cruise ship or a waiting lounge to

project budget by function example museum exhibit davis - Sep 07 2022

web budget expenses exhibit design and installation sample function 1 consultant curator exhibition design installation supplies and materials printing marketing and outreach subtotal exhibit 0 0 educational program sample function 2 consultant educator travel supplies and materials printing marketing and outreach

your exhibition budget checklist exhibit exhibition design - Jul 05 2022

web you need an accurate budget to make sure your next exhibition is as successful as it can be while there are some items you know you will have to pay for there may be many others that are easily overlooked the following list will