



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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Pamphlet Master



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YCT Expert Team , 2022 23 RSSB Study Material Question Bank *Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)* Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands

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merancang presentasi yang memikat dan mengkomunikasikan ide ide Anda dengan jelas dan efektif kepada audiens Buku ini juga menggali fitur fitur lanjutan PowerPoint seperti animasi kustom pengaturan transisi dan desain slide yang responsif membuka pintu ke dalam dunia presentasi yang kreatif dan interaktif Dengan bantuan buku ini Anda dapat mengubah setiap presentasi menjadi pengalaman yang menggugah dan meninggalkan kesan mendalam pada audiens Dengan panduan langkah demi langkah contoh contoh presentasi yang menginspirasi dan tips tips praktis Pengantar Aplikasi Komputer Cerdas Tangkas Menguasai MS Office MS PowerPoint memberikan Anda keterampilan dan wawasan yang Anda butuhkan untuk membuat presentasi yang luar biasa Temukan kreativitas Anda sampaikan ide ide Anda dengan keyakinan dan buatlah presentasi yang tak terlupakan Selamat membaca dan mulailah perjalanan menuju penguasaan PowerPoint Anda

Android Tips and Tricks Guy Hart-Davis, 2016-04-18 Unlock the Full Power of Your Android™ Smartphone or Tablet Discover hundreds of tips and tricks you can use right away with your Android device to get more done and have more fun You ll learn how to use your Android smartphone or tablet as a powerful communication organization and productivity tool as well as a feature packed entertainment device You will dig deep into the settings and capabilities of both Android itself and the preinstalled apps developing the knowledge and skills to exploit them to the fullest Easy to understand and non technical Android Tips and Tricks is perfect for beginners and for more experienced users ready to ramp up their productivity or move to newer devices It covers all new and recent Android smartphones and tablets running Android 6 Marshmallow or Android 5 Lollipop with bonus in depth coverage of Samsung s widely used TouchWiz skin Here s just a sampling of what this book s tips tricks and techniques will help you do Connect to wireless and cellular networks to keyboards and Bluetooth devices and via VPNs Transform your device into a portable Wi Fi hotspot and share Internet connections via USB or Bluetooth Secure Android with screen and SIM locks location settings and encryption Sideload apps from any source and keep bad apps from loading Take Gmail to pro level with signatures vacation responders labels archiving advanced search and secure two step verification Manage multiple email accounts together POP IMAP web mail and Exchange Get more out of your Google Chrome browser and share bookmarks across all your devices Chat via text audio or video on Google Hangouts and customize it to work just the way you want Enjoy your music everywhere whether it s stored locally or in the cloud Easily capture edit and share top quality photos and videos Transform your smartphone or tablet into a total social networking hub Squeeze more battery life from your Android device

Excel 2010 Pamphlet Master, 2014-07-17 Excel 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Excel 2010 This pamphlet will serve as your reference guide or training handout for all Excel 2010 users Topics covered in the pamphlet are The Ribbon Opening Excel Select Cells or Ranges Cut Copy and Paste Data Set Column Row Width Height Automatically Fit Column Row Contents Merge Split and Center Cells Formatting Spreadsheets Cell Borders Finalizing a Spreadsheet Save a Spreadsheet Print a Spreadsheet

Proceedings of the 4th International Conference on Education and Technology (ICETECH 2023) Jeffry

Handhika, Marheny Lukitasari, Sigit Ricahyono, Dewanta Arya Nugraha, 2024-11-28 This is an open access book There has been an extraordinary acceleration in the use of digital technology in the world of education during the Covid 19 pandemic So it is necessary to have discussions and solutions on how digital technology can be the answer to problems of access to quality and social justice in the education sector Researchers and experts are encouraged to innovate across fields to support the four global issues of G20 presidential education Universal Quality Education Digital Technologies in Education Solidarity and Partnership The Future of Work Post Covid 19 The 4th International Conference on Education and Technology ICETECH 2023 organized by Universitas PGRI Madiun UNIPMA Indonesia is a forum for researchers experts academics educators stakeholders and students to exchange experiences through research results in STEAM Based Education Digital humanities Artificial Intelligence Applied Science Curriculum and Instruction Digital Entrepreneurs Digital Education Financial Technology and Education Organizational Productivity and Performance Measurements Using Predictive Modeling and Analytics Tavana, Madjid, Szabat, Kathryn, Puranam, Kartikeya, 2016-09-21 Businesses are collecting massive amounts of data every day as a way to better understand their processes competition and the markets they serve This data can be used to increase organizational productivity and performance however is essential that organizations collecting large data sets have the tools available to them to fully understand the data they are collecting Organizational Productivity and Performance Measurements Using Predictive Modeling and Analytics takes a critical look at methods for enhancing an organization s operations and day to day activities through the effective use of data Focusing on a variety of applications of predictive analytics within organizations of all types this critical publication is an essential resource for business managers data scientists graduate level students and researchers People Analytics Pratyush Banerjee, Jatin Pandey, Manish Gupta, 2025-07-28 This book addresses the topic of people analytics focusing especially on demystifying analytics for managers from both statistical and computing points of view It presents the evolution and the importance of people analytics in today s workforce management and highlights the motivation for studying business analytics shows the different levels of analytic maturity and discusses real world success stories of business analytics in action through case studies The volume provides the readers with a step by step guide to analyze data and interpret the results for strategy formulation Each chapter of the book includes a vignette data driven exercises provided in a companion website and real world case studies The authors also introduce the readers to data visualization software Microsoft Power BI as well as elaborates on how to use Tableau Desktop This book would be useful to the students of human resource management organizational behaviour marketing management business research methods applied psychology social work and sociology It would also serve as very good handbook for practicing business executives helping them to implement data analytics for effective decision making in all kinds of business situations around the world **Introduction to Epidemiology** Ray M. Merrill, 2024-02-15 Designed for students with little to no background in biomedical sciences this book teaches students the basics of Epidemiology which is a

scientifically driven discipline based on systematic observation and analysis of specified populations the primary aim of which is to identify causes and risk factors of disease events and behaviors to successfully prevent and control health problems

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Muscle Recovery After Exercise, Training and Competition: Physiological Indicators and Non-invasive Monitoring Techniques Alessandro Moura Zagatto, Fábio Yuzo Nakamura, Michael R. Esco, 2020-05-21 The desire to improve muscle function and prevent overuse injuries from exercise and throughout training has led to the development of various methods to aid recovery and track readiness to perform Ergogenic aids such as cold water immersion massage and dynamic recovery procedures may have positive effects but the results of the related research remain equivocal Furthermore novel interventions in this scenario like compression garments ice vests and photobiomodulation therapy are promising but need more evidence based data to support their effectiveness Similarly to properly monitor individual physical conditioning there is a growing interest toward unobtrusive measures to accurately represent physiological status during and or after exercise There are several techniques being used such as subjective ratings of well being heart rate monitoring hormonal and hematological profile assessments However more sensitive indexes like heart rate variability and muscle activation voluntary and or involuntary are arising as attractive alternatives that may delineate physical conditioning status and readiness to perform more precisely than the aforementioned measures The purpose of this Research Topic is to critically evaluate and summarize recent data from observational and intervention studies related to non invasive methods designed to promote recovery and objectively monitor training status Their association to physical performance and physiological recovery in athletes during training and competition is a major focus of this Topic

Emerging Technologies for Sustainability P.C Thomas, Vishal John Mathai, Geevarghese Titus, 2020-08-14 The theme of conference is Emerging Technologies for

Sustainability Sustainability tends to be problem driven and oriented towards guiding decision making The goal is to raise the global standard of living without increasing the use of resources beyond global sustainable levels The conference is intended to act as a platform for researchers to share and gain knowledge showcase their research findings and propose new solutions in policy formulation design processing and application of green materials material selection analysis green manufacturing testing and synthesis thereby contributing to the creation of a more sustainable world

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