



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 formats:

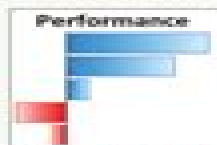
- Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
- Were introduced in Excel 2007

Solid Fill formats:

- 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 name 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.

Microsoft Excel Study Guide Answers

**Ken Black, Kenneth Urban
Black, Ignacio Castillo, Amy
Goldlist, Timothy Edmunds**



Microsoft Excel Study Guide Answers:

Study Guide for Practical Statistics for Educators Ruth Ravid, Elizabeth Oyer, 2010-04-16 The fourth edition of the Study Guide for Practical Statistics for Educators serves as a user friendly and accessible way for students to better understand review and apply the concepts introduced in its companion textbook Practical Statistics for Educators Ravid 2011 Since the first edition of this study guide came out in 1994 thousands of students in educational statistics courses and their professors have found it to be an excellent guide with clear and easy to follow instructions and examples The study guide allows students to reinforce and test their knowledge of the concepts addressed in each chapter of the textbook At the end of each chapter the best answer for each exercise is given along with an explanation for why the correct answer is better than the other choices New in this edition are accompanying Excel exercises so students may perform data analysis with this commonly used software using data available on the web based portal that accompanies the guide *Study guide for the 100-140 CCST-IT: Cisco Certified Support Technician – IT Support Exam.* Anand Vemula, The Cisco Certified Support Technician IT Support CCST IT certification study guide provides a comprehensive foundation for individuals aiming to establish or advance their careers in IT support The guide covers essential technical topics including networking fundamentals such as types of networks IP addressing and key protocols like DNS and DHCP It dives into operating systems highlighting Windows macOS and Linux environments focusing on file systems permissions software installation and command line tools Hardware fundamentals are explored in detail with explanations of critical components like CPUs RAM storage devices and peripheral interfaces alongside troubleshooting methods and BIOS UEFI configuration Security fundamentals address core cybersecurity principles such as the CIA triad authentication firewalls malware types and best practices for securing networks and data The guide emphasizes troubleshooting skills by outlining systematic approaches to diagnosing and resolving hardware software and network issues while also stressing effective communication and customer service skills vital for technical support roles It explains IT service roles frameworks like ITIL and important concepts such as SLAs and change management Additionally cloud computing and virtualization basics are introduced including service models IaaS PaaS SaaS deployment types and common providers like AWS and Azure The guide also covers scripting and automation fundamentals to enhance efficiency in IT tasks Finally it underscores professionalism and ethics in IT covering workplace conduct time management data privacy and compliance with industry standards such as GDPR and HIPAA Overall this guide equips candidates with practical knowledge and skills needed to succeed as proficient IT support technicians

Open Learning Guide for Excel 2003 Intermediate Cia Training Ltd Staff, 2004-06 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a more complex Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual step by step approach **Microsoft Office Specialist Study Guide Online**

Training Solutions (Firm),2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams **IC3: Internet and Computing Core Certification**

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Delaney,O. Ray Whittington,2010-06-08 All the information you need to master the computerized CPA Exam Published annually this comprehensive two volume paperback reviews all four parts of the CPA exam Many of the questions are taken directly from previous CPA exams Volume I contains all study guides and outlines Volume II contains all problem solutions The most effective system available to prepare for the CPA exam Contains all current AICPA content requirements in accounting and reporting Helps you zero in on areas that need work organize your study program and concentrate your efforts With over 600 multiple choice questions and more than 75 simulations these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination Statistics for Business and Economics Carlos Cortinhas,Ken Black,2012 This title provides readers with in depth information on business management

and economics It includes robust and algorithmic testbanks high quality PowerPoint slides and electronic versions of statistical tables **Study Guide to Managerial Ch 12-25** Brubeck,Charles T. Horngren,2007-04-03

Clinical-Informatics Specialty Review and Study Guide Rudkin,2015-09-25 Includes Multiple choice fact scenario and case based questions Correct answers and explanations to help you quickly master specialty content All questions have keywords linked to additional online references The mission of StatPearls Publishing is to help you evaluate and improve your knowledge base We do this by providing high quality peer reviewed educationally sound questions written by leading educators StatPearls Publishing **MCTS Windows Server Virtualization Configuration Study Guide** William Panek,2009-05-13 The MCTS is Windows Server Virtualization Configuring exam and is Microsoft s newest addition to their exam repertoire and tests candidates ability to use Hyper V and server virtualization as part of their network infrastructure solution The exam targets IT professionals who are looking to enhance their skills and distinguish themselves from the rest of the pack This guide reviews the tasks that are mandatory for candidates to know installing Hyper V configuring and optimizing Hyper V deploying virtual machines and managing and monitoring virtual machines The CD ROM contains coverage of the exam objectives real world scenarios hands on exercises and challenging review questions Note CD ROM DVD and other supplementary materials are not included as part of eBook file For Instructors Teaching supplements are available for this title *Training Guide Configuring Windows 8 (MCSA)* Scott Lowe,Derek Schauland,Rick W. Vanover,2013-01-15 Designed to help network administrators develop real world job role specific skills this Training Guide focuses on deploying and managing Windows 8 clients in the enterprise 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 on training you take at your own pace Focuses on job role specific expertise for deploying and managing Windows 8 clients Features pragmatic lessons exercises and practices Creates a foundation of skills which along with real world experience can be measured by Microsoft Certification exams such as 70 687 [Wiley CPA Examination Review 2007-2008, Outlines and Study Guides](#) Patrick R. Delaney,Ray Whittington,2007-06-11 Wiley CPA Exam review 34th Edition 2007 2008 Volume 1 Outlines and Study Guides Covers all four sections of the CPA examination point by point Stresses important topical areas to study for each part Helps establish a self study preparation program Divides exam into 45 manageable study units Provides an outline format supplemented by brief examples and illustrations Makes material easy to read understand and remember Includes timely up to the minute coverage for the computerized exam Explains step by step examples of the solutions approach Contains all current AICPA content requirements for all four sections of the exam Volume 2 Problems and Solutions Offers selected problems from all four examination sections Contains rationale for correct or incorrect multiple choice answers Covers the new simulation style problems offering more than 75 practice questions Details a solutions approach to each problem Updates unofficial answers to reflect current laws and standards Groups multiple

choice questions into topical categories within modules for easy cross referencing Provides a sample examination for each of the four exam parts The computer based CPA exam is here Are you ready The 34th Edition of the Wiley CPA Exam Review is revised and updated for the new computerized exam containing AICPA sample test questions released as recently as April 2007 To help candidates prepare for the new exam format this edition includes a substantial number of the new simulation type questions Passing the CPA exam on your first attempt is possible We d like to help Get Even More Information Online You ll find a wide range of aids for doing your best on the CPA exam at wiley com cpa including content updates CPA exam study and test taking tips and more All Wiley CPA Exam Review products are listed on the site **IC3: Internet and**

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and preventing security risks Managing the safety and preventative maintenance of computers Practical examples exam highlights and review questions provide real world applications and uses The book includes Sybex s interactive online learning environment and test bank with an assessment test chapter tests flashcards and a practice exam Our study tools can help you prepare for taking the exam and increase your chances of passing the exam the first time **Australian National Bibliography: 1992** National Library of Australia,1988 **Using Data to Improve Student Learning in Middle Schools** Victoria L. Bernhardt,2004 This book helps you make sense of the data your school collects including state student achievement results as well as other qualitative and quantitative data Easy to use templates tools and examples are available on the accompanying downloadable resources Using Data to Improve Student Learning in Middle School Victoria Bernhardt,2013-12-17 This book helps you make sense of the data your school collects including state student achievement results as well as other qualitative and quantitative data Easy to use templates tools and examples are available on the accompanying downloadable resources Business Statistics: Australia New Zealand with Online Study Tools 12 Mo Nths Eliyathamby A. Selvanathan,Saroja Selvanathan,Gerald Keller,2016-11-02 Statistical data analysis is the backbone of sound business decision making and finding the right tool to analyse a particular business problem is the key By learning the fundamentals of statistical reasoning and data analysis you will be on the way to becoming a better manager analyst or economist By providing a framework for solving statistical problems this seventh Australian and New Zealand edition of Business Statistics teaches skills that you can use throughout your career The book shows you how to analyse data effectively by focusing on the relationship between the kind of problem you face the type of data involved and the appropriate statistical technique for solving the problem Business Statistics emphasises applications over theory It illustrates how vital statistical methods and tools are for today s managers and analysts and how to apply them to business problems using real world data Using a proven three step Identify Compute Interpret ICI approach to problem solving the text teaches you how to 1 IDENTIFY the correct statistical technique by focusing on the problem objective and data type 2 COMPUTE the statistics doing them by hand and using Excel and 3 INTERPRET results in the context of the problem This unique approach enhances comprehension and practical skills The text s vast assortment of data driven examples exercises and cases covers the various functional areas of business demonstrating the statistical applications that marketing managers financial analysts accountants economists and others use Completely up to date the seventh edition offers comprehensive coverage current examples and an increased focus on applications in the real world Essentials of Business Statistics Ken Black,Kenneth Urban Black,Ignacio Castillo,Amy Goldlist,Timothy Edmunds,2018-03 MCSA / MCSE: Windows 2000 Network Security Administration Study Guide Bill English,Russ Kaufmann,2006-07-14 Here s the book you need to prepare for Exam 70 214 Implementing and Administering Security in a Microsoft Windows 2000 Network This Study Guide provides In depth coverage of every exam objective Practical information on managing a secure Windows 2000 network Hundreds of

challenging practice questions in the book and on the CD Leading edge exam preparation software including a testing engine and electronic flashcards Authoritative coverage of all exam objectives including Implementing Managing and Troubleshooting Baseline Security Implementing Managing and Troubleshooting Service Packs and Security Updates Implementing Managing and Troubleshooting Secure Communication Channels Configuring Managing and Troubleshooting Authentication and Remote Access Security Implementing and Managing a Public Key Infrastructure PKI and Encrypting File System EFS Monitoring and Responding to Security Incidents Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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