



Microsoft

Excel 365 Advanced



CONDITIONAL FORMATS

- Conditional formats: 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.

**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 formats:** 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.

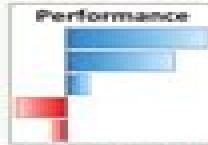
Create a data bar conditional format:

- Display the Conditional Formatting list.
- Point to **Data Bars**.
- Click the format you want to apply.

Types of Data Bars:

- Gradient Fill bar:**
 - Gradually changes from a solid fill at the left edge of the cell to white as the data bar goes across the cell.
 - Was introduced in Excel 2007.
- Solid Fill bar:**
 - Contains a solid color for the entire length of the data bar.
 - Was 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** buttons.

- Go to the **Negative Value and Axis** 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 three 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.

Month	Station 1	Station 2	Station 3	Station 4
1	20	80	90	70
2	50	70	80	60
3	10	20	30	20
4	8	22	40	10
5	10	60	80	50

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 **Maximum column's Value** box.
- Enter a maximum 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 **Minimum 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 constants 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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Table of Contents Microsoft Excel Study Guide

1. Understanding the eBook Microsoft Excel Study Guide
 - The Rise of Digital Reading Microsoft Excel Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Study Guide
 - Personalized Recommendations
 - Microsoft Excel Study Guide User Reviews and Ratings
 - Microsoft Excel Study Guide and Bestseller Lists
5. Accessing Microsoft Excel Study Guide Free and Paid eBooks

- Microsoft Excel Study Guide Public Domain eBooks
- Microsoft Excel Study Guide eBook Subscription Services
- Microsoft Excel Study Guide Budget-Friendly Options

6. Navigating Microsoft Excel Study Guide eBook Formats

- ePUB, PDF, MOBI, and More
- Microsoft Excel Study Guide Compatibility with Devices
- Microsoft Excel Study Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Excel Study Guide
- Highlighting and Note-Taking Microsoft Excel Study Guide
- Interactive Elements Microsoft Excel Study Guide

8. Staying Engaged with Microsoft Excel Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Excel Study Guide

9. Balancing eBooks and Physical Books Microsoft Excel Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Excel Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Excel Study Guide

- Setting Reading Goals Microsoft Excel Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Excel Study Guide

- Fact-Checking eBook Content of Microsoft Excel Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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web anatomy of the frog s mouth pry the frog s mouth open and use scissors to cut the angles of the frog s jaws open cut deeply so that the frog s mouth opens wide enough to view the structures inside 1 locate the tongue play with the tongue does it attach to the front or the back of the mouth you may remove the tongue

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web use a scalpel forceps and pins to dissect realistic male and female frogs organs can be removed and placed into organ system diagrams once the dissections are complete the frog organ systems can be compared zooming rotating and panning tools are available to examine the frog from any angle full lesson info

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web laboratory no 6 frog virtual dissection introduction frogs belong to the class amphibia amphibians have adaptations for living in terrestrial as well as aquatic environments frogs are among the most commonly studied organisms in biology although many differences exist between humans and frogs the basic body plans are similar

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web in this investigation you will observe the external features of a preserved frog and identify parts of its external anatomy you will also dissect the preserved frog to observe its internal anatomy and make comparisons to human anatomy pre lab questions read the entire investigation then answer the following questions 1

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web 1 place the frog in the dissecting pan ventral side up examine the hind and forelegs the hind legs are strong and muscular for jumping and swimming the forelegs provide balance and cushion the frog when it lands after jumping notice the toes on each 2 locate the large bulging eyes the frog has 3 eyelids

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web complete student instructions for the dissection of the frog starting with the external anatomy and the anatomy of the mouth student guide requires them to label images and answer questions students continue with the internal anatomy where they open the abdominal cavity to reveal the major organs

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web in the frog dissection gizmo you will complete a virtual dissection of a female and male frog first select the female frog then click on the rotate button with the rotate button selected click and drag on the frog to rotate it observe what the female frog looks like now select show male at the bottom left to switch to the male frog

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web and answer questions in italics during the lab and answer all others later part a introduction 1 what class does the frog belong to 2 why does a frog belong to that class 3 why are amphibians considered to be a unique evolutionary group part b external anatomy orientation 4 locate the following orientations on your frog a

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