



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 at 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        | 100       |
| 2     | 50        | 70        | 80        | 90        |
| 3     | 10        | 20        | 30        | 40        |
| 4     | 8         | 21        | 41        | 51        |
| 5     | 10        | 80        | 90        | 100       |

**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.

# Microsoft Excel Study Guide

**John Pierce**

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