



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.

**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 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.

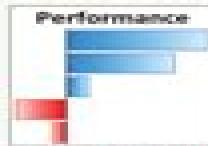
**Create a data bar conditional format:**

- 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** 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 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         | 10        | 12        | 10        |
| 5     | 10        | 20        | 30        | 10        |

**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 **Icon's 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 **Icon's Type** list box's down arrow.
  - Select the operator to use in the comparison.

# Microsoft Excel Study Guide For Builders

**M Tight**

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