



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 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	92	89	79
2	58	74	87	32
3	9	14	84	15
4	8	31	43	52
5	72	68	52	88

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 For Builders

John Pierce



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Contractor's Guide to Quickbooks Pro 2002 Karen Mitchell, Craig Savage, Jim Erwin, 2002 According to a recent national survey more construction contractors use QuickBooks Pro and QuickBooks than all other accounting programs combined And for good reason QuickBooks Pro excels at all the routine paperwork in a construction office writing checks keeping track of your bank balance sending out invoices and statements creating up to the minute profit and loss statements for the month year or by job writing payroll checks paying suppliers and subcontractors tracking job costs comparing estimated and actual costs for each job and much more But there s a lot to learn in QuickBooks Pro And converting to a new accounting system can be a complex and confusing task even if you have a strong background in accounting and plenty of time to install the new system That s why this book was written because most construction pros aren t accounting experts and have more important work to do at the job site

Financial Modeling Michael Bloss, Mario Dirnberger, Dietmar Ernst, Joachim Häcker, Manuel Kleinknecht, Georg Plötz, Sebastian Prexl, Bernhard Röck, 2016-07-06 Die

Autoren bieten einen anwendungsorientierten Leitfaden zu den zentralen Themenkomplexen Financial Modeling Standards Model Review Investition und Finanzierung Corporate Finance Portfolio Management sowie Derivate Zwei Kapitel zu Financial Modeling Excel und VBA komplettieren das finanzwirtschaftliche Know how Der Kurscharakter des Buches und die praxisnahen Beispiele ermöglichen ein schnelles und interaktives Lernen Als Nachschlagewerk leistet der Band auch Praktikern wertvolle Dienste In der 2 Auflage bearbeitet und erweitert Mit Downloadmaterial auf myBook MOS 2010 Study Guide for Microsoft OneNote Exam John Pierce, 2011-12-15 Demonstrate your expertise with Microsoft OneNote 2010 by earning a MOS certification This official Study Guide is designed to help you practice and prepare for MOS Exam 77 853 OneNote 2010 and features Full objective by objective coverage Procedures and hands on practice tasks Ready made downloadable practice files Exam discount offer from Certipoint Use the in depth exam prep practice and review to help advance your proficiency with OneNote 2010 and earn the credential that proves it Building public confidence in innovative mRNA vaccines Jia Hu, Kenneth Rabin, Cora Constantinescu, Heidi Larson, Scott Ratzan, 2025-05-09 The COVID 19 pandemic was devastating causing global loss of life and morbidity However there was a silver lining as the development of mRNA vaccines was found to be safe and effective Despite this success the public still has many concerns about mRNA vaccines and more work is needed to increase the public's confidence in this relatively new technology Vaccine confidence within communities leads to more vaccinations Therefore increasing confidence in mRNA technology could be the key to improving vaccination rates While healthcare and public health organizations are commonly involved in vaccine promotion a crisis like the COVID 19 pandemic requires a more holistic approach that incorporates vulnerable communities employment settings places of worship and other trusted sources in promoting vaccinations and reducing the spread and impact of COVID 19 Engaging trusted leaders in non healthcare settings may be the key to increasing confidence in mRNA technology and improving the low rate of COVID 19 vaccine uptake These non traditional settings may help improve communication and vaccine literacy surrounding COVID 19 mRNA vaccines and other innovative platforms while also improving access to vaccines by meeting people where they are It is clear that different communities face different rates of COVID 19 and hospitalization Therefore developing tailored approaches to engage these communities could aid in mitigating the impact of COVID 19 The goal of this Research Topic is to publish a collection of data driven research articles that focus on strategies to engage different populations in vaccine education to increase vaccine confidence and vaccine uptake This Research Topic welcomes but is not limited to submissions of Original Research Review Mini Review Systematic Review General Commentary and Brief Research Report articles pertaining to the following subtopics Approaches to engage non traditional settings in vaccine education Implementation and evaluation of interventions to increase vaccine uptake outside of health care and public health settings Public health and economic consequences of public engagement with non healthcare settings for vaccine education Developing a systematic diagnostic tool for COVID 19 risk in non healthcare settings Empirical

research on vaccine education among specific populations such as immunocompromised groups and across different employment sectors Approaches for supporting the public with COVID 19 risk assessments Strategies and initiatives aimed at combating vaccine hesitancy among employees and staff Dr Heidi Larson receives research grants from GSK Moderna and Merck related to the the topic Jia Hu at 19 to Zero has received funding from Moderna Pfizer Sanofi Merck GSK Medicago within the past year related to the topic The other Topic Editors declare no other competing interests with relation to this topic theme We acknowledge the funding of the manuscripts published in this Research Topic by Praxus Health formerly 19 to Zero We hereby state publicly that Praxus Health has had no editorial input in articles included in this Research Topic thus ensuring that all aspects of this Research Topic are evaluated objectively and unbiased by any specific policy or opinion of Praxus Health Praxus Health is a health not for profit that collaborates with a diverse range of partners to drive meaningful change and improve the health of communities receiving a wide range of funding from industry partners and public granting agencies

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Building a Sustainable Workforce in the Public Transportation Industry— A Systems Approach Candace Blair Cronin, 2013 This is a guidebook that addresses contemporary issues in workforce development retention and attraction and public transportation image management It is separated into modules that may be used independently or together Information across the modules is in the form of example successful programs state of the art initiatives industry effective practices and directions to implement and measure those practices The results of this research may be used by human resource professionals and transportation policy makers in implementing more effective human resource business planning processes Foreword

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Office User Guide for MicroStrategy 9.2.1m MicroStrategy Product Manuals Staff, MicroStrategy Product Manuals, 2011-12-20

Guide to Green Building Rating Systems Linda Reeder, 2010-03-29 The one stop guide for choosing a green building rating system Today sustainability is a growing concern for the architects designers builders and owners of commercial and residential buildings Meeting the requirements of a rating system provides a metric to evaluate and set priorities But the variety and complexity of methods available to assess the eco friendliness of a building can seem overwhelming Guide to Green Building Rating Systems informs readers about the rating system selection process Comparing essential issues such as cost ease of use and

building performance this book offers solid guidance that will help readers find the rating system that best fits their needs This easy to follow reference includes An overview of the major national rating systems including LEED Green Globes the National Green Building Standard and ENERGY STAR An in depth look at each rating system including its evolution objectives point structure levels of certification benefits and shortcomings How the ratings systems work for different types of buildings commercial multi family residential and single family residential construction Illustrated case studies from different climate regions with project descriptions cost data and lessons learned by design teams constructors and owners An overview of local regional and international rating systems Guide to Green Building Rating Systems demystifies complex material making this book an essential reference for building professionals engaged in or wishing to pursue sustainable building practices *Building a Pathway to Student Learning* Steven G. Jones,Robert K. Noyd,Kenneth S.

Sagendorf,2023-07-03 This book leads you through the process of designing a learning centered course It is written as a how to handbook providing step by step guidance on creating a pathway to student learning including 26 workboxes also available free online that lead you through each element of the course design process and promote a rich reflection process akin to being in a workshop setting The authors prompt you to 1 consider the distinctive characteristics of your students 2 clearly articulate your course learning goals 3 create aligned summative assessments 4 identify the specific knowledge skills and attitudes students will need in order to be successful 5 craft effective learning experiences informed by the well documented research on how people learn and 6 incorporate formative assessment to ensure you and your students are staying on track Completion of the sequence of worksheets leads to a poster as a visual display of your course design This graphic depiction of your course ties the components together provides a clear map of action for teaching your course for modifying as you evaluate the success of particular strategies or want to introduce new concepts and for developing your syllabus A rubric for evaluating course posters is included For faculty developers this book provides a proven and ready made resource and text around which to design or redesign learner centered course design workshops or multi day course design retreats replicating or modifying the renowned workshop that the authors have developed at the Air Force Academy for both faculty new to teaching and those with many years of teaching experience under their belt **Building Smart,**

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