



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 &amp; 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:

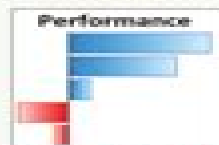
- Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
- Were introduced in Excel 2007

## 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        | 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 &amp; 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:

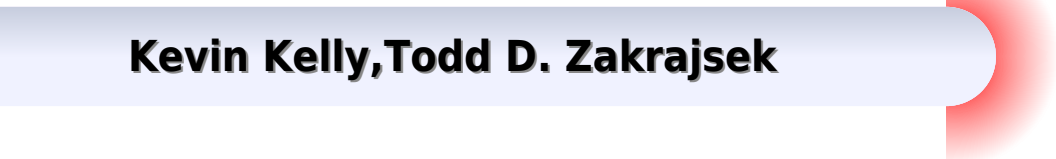
- Display the **Conditional Formatting** list.
- Point to **Icon Sets**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the first **Type** list box's down arrow.
- Click **Number**.

**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 2015 4

**Kevin Kelly, Todd D. Zakrajsek**



## **Microsoft Excel Study Guide 2015 4:**

**Wiley CPAexcel Exam Review 2015 Study Guide (January)** O. Ray Whittington, 2015-01-29 I wanted to say I bought just the four books by Wiley for each CPA section and took all 4 parts of the exam in May 2009 I studied for about half a year and I PASSED ALL 4 PARTS ON THE FIRST TRY 95% REG 88% FAR 82% AUD 81% BEC I am very excited and happy that these books alone helped me pass Gabriela Adriana Mandiuc Boerne Texas All the information you need to master the computerized CPA exam The most effective system available to prepare for the CPA exam proven for nearly forty years Timely up to the minute coverage for the computerized exam Contains all current AICPA content requirements in Auditing and Attestation Unique modular format helps you zero in on areas that need work organize your study program and concentrate your efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the four volumes Covers the new simulation style problems Includes over 280 simulations Complete sample exam in Auditing and Attestation Guidelines pointers and tips show you how to build knowledge in a logical and reinforcing way Wiley CPAexcel Exam Review Study Guide 2015 arms test takers with detailed outlines study guidelines and skill building problems to help candidates identify focus on and master the specific topics that need the most work [Wiley CPAexcel Exam Review 2016 Study Guide January](#) O. Ray Whittington, 2015-12-14 The Wiley CPAexcel Study Guides have helped over a half million candidates pass the CPA Exam This volume contains all current AICPA content requirements in Auditing and Attestation AUD The comprehensive four volume paperback set AUD BEC FAR REG reviews all four parts of the CPA Exam With 3 800 multiple choice questions The CPA study guides provide the detailed information candidates need to master or reinforce tough topic areas The content is separated into 48 modules Unique modular format helps candidates zero in on areas that need work organize their study program and concentrate their efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the complete set AUD BEC FAR REG Guidelines pointers and tips show how to build knowledge in a logical and reinforcing way Arms test takers with detailed text explanations and skill building problems to help candidates identify focus on and master the specific topics that may need additional reinforcement Available in print format **IC3: Internet and Computing Core Certification Global Standard 4 Study Guide** Ciprian Adrian Rusen, 2015-04-22 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification

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**IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide** Ciprian Adrian Rusen, 2015-04-22 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence *Microsoft Office 365 2017 for Mac: An Easy Guide for Beginners* Michael Galeso, 2017-01-11 Microsoft has released another update to the Microsoft Office 365 suite of programs This latest update for the Office suite is designed as the initial versions to meet the needs of Mac users in the professional home or school spheres Consequently it has received rave reviews for its attention to the demands of the market The updated Suite of programs include Microsoft Word Microsoft PowerPoint Microsoft Excel and Microsoft Outlook This update is an enhanced version of the model released in July 2015 for the OS X software Microsoft PowerPoint in this version boasts an improved user interface provides users with new and modern animation panes Collaboration and the Threaded Comments feature that enables seamless integration of notations pointers and slides Microsoft Excel is designed to be compatible with the basic keyboard shortcuts It also boasts features that include Analysis Toolpak and Pivot Table both ideal for efficient analytical functions and filters **Data and Analytics in Accounting** Ann

C. Dzurani, Guido Geerts, Margarita Lenk, 2024 Data Analytics in Accounting An Integrated Approach develops an integrated data analysis and critical thinking skill set needed to be successful in the rapidly changing accounting profession Following a pattern based approach to profiling cleaning and transforming data the book helps explore data from a variety of perspectives for analytical purposes and key data relationships The text guides students to develop the professional skills they need to plan perform and communicate data analyses effectively and efficiently in the real world This international edition introduces a new feature Data Analytics and Decision Making at the end of the book which offers students the opportunity to see how they can use data analytics to help solve realistic business problems In addition topical changes have been made in select chapters and brief exercises along with multiple choice questions have been revised in all the chapters

Digital Research Methods for Translation Studies Julie McDonough Dolmaya, 2023-12-22 Digital Research Methods for Translation Studies introduces digital humanities methods and tools to translation studies This accessible book covers computer assisted approaches to data collection data analysis and data visualization and presentation offering authentic examples of these approaches in both translation studies research and projects from related fields With a diverse range of examples featuring various contexts and language combinations to ensure relevance to a wide readership this volume covers the strengths and limitations of computer assisted research methods as well as the ethical challenges specific to this kind of research This is an essential text for advanced undergraduate and graduate translation studies students as well as researchers looking to adopt new research methods

**Advancing Online Teaching** Kevin Kelly, Todd D. Zakrajsek, 2023-07-03 The goal of teaching online is fundamentally the same as teaching face to face facilitating the learning of all students to the greatest extent possible This book differs from other books on online teaching in that in the process of offering guidance on course design and planning developing outcomes and appropriate engaging activities managing the workload and assessment the authors pay explicit attention throughout to the distinct and diverse needs of students and offer effective strategies to accommodate them in a comprehensive and inclusive way by using the principles of Universal Design for Learning By following those principles from the outset when planning a course all students will benefit and most particularly those whom the research shows have the greatest achievement gaps when taking online courses males first generation and low income students those from underrepresented minority groups the academically underprepared students with disabilities and those with limited online access or lacking readiness for online learning Beyond good planning and design Kelly and Zakrajsek offer ideas for creating inclusive course environments and activities such as using culturally appropriate content and making it accessible in multiple formats They also share methods to foster faculty learner interaction and increase personal connections with students and among students through group activities or learning communities which are so critical to motivation and success Faculty new to online teaching as well as more experienced readers will find a wealth of practical guidance on developing and honing both fully online and blended courses and as

importantly a wealth of proven ideas to help the new generation of students with diverse needs to succeed

*Microstructural Geochronology* Desmond E. Moser, Fernando Corfu, James R. Darling, Steven M. Reddy, Kimberly Tait, 2017-11-17 *Microstructural Geochronology* Geochronology techniques enable the study of geological evolution and environmental change over time This volume integrates two aspects of geochronology one based on classical methods of orientation and spatial patterns and the other on ratios of radioactive isotopes and their decay products The chapters illustrate how material science techniques are taking this field to the atomic scale enabling us to image the chemical and structural record of mineral lattice growth and deformation and sometimes the patterns of radioactive parent and daughter atoms themselves to generate a microstructural geochronology from some of the most resilient materials in the solar system First compilation of research focusing on the crystal structure material properties and chemical zoning of the geochronology mineral archive down to nanoscale Novel comparisons of mineral time archives from different rocky planets and asteroids and their shock metamorphic histories Fundamentals on how to reconstruct and date radiogenic isotope distributions using atom probe tomography *Microstructural Geochronology* will be a valuable resource for graduate students academics and researchers in the fields of petrology geochronology mineralogy geochemistry planetary geology astrobiology chemistry and material science It will also appeal to philosophers and historians of science from other disciplines

*Professionalism and Reflection in Veterinary Nursing* Susan Badger, Andrea Jeffery, 2022-07-25 *Professionalism and Reflection in Veterinary Nursing* offers insight into the role of the veterinary nurse in the 21st century It provides useful information that facilitates a deeper understanding of the underlying theory that supports clinical nursing practice Exploring concepts that underpin the delivery of professional veterinary nursing the book covers core issues themes and principles that explain what it means to be a veterinary nurse The role of the registered veterinary nurse The registered veterinary nurse s responsibility to the patient Evidence based veterinary nursing Veterinary nurse trainer and educator resources A timely publication due to the increased recognition and expectations of the role of the veterinary nursing profession *Professionalism and Reflection in Veterinary Nursing* is ideal for veterinary student nurses and qualified veterinary nurses enabling them to contribute to the development of the professional identity

*Introduction to Financial Models for Management and Planning* James R. Morris, John P. Daley, 2017-05-30 A properly structured financial model can provide decision makers with a powerful planning tool that helps them identify the consequences of their decisions before they are put into practice *Introduction to Financial Models for Management and Planning Second Edition* enables professionals and students to learn how to develop and use computer based models for financial planning This volume provides critical tools for the financial toolbox then shows how to use them tools to build successful models

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Computing Fundamentals exam module in preparation for the IC3 exam This book covers hardware software peripherals operating systems and basic troubleshooting presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test practice questions and videos Readers also gain access to electronic flashcards and the chapter files needed to complete the exercises in the book This guide focuses on the Computing Fundamentals module helping you test your skills and solidify your understanding in preparation for the exam Review the various hardware components essential to the computer Understand which peripherals are crucial and which are nice to have Brush up on basic troubleshooting for common minor issues Master your operating system and fundamental software When you are serious about certification IC3 provides the practice that inspires self confidence

**Handbook of Himalayan Ecosystems and Sustainability, Volume 1** Bikash Ranjan Parida, Arvind Chandra Pandey, Mukunda Dev Behera, Navneet Kumar, 2022-12-02 Volume 1 Spatio Temporal Monitoring of Forests and Climate is aimed to describe the recent progress and developments of geospatial technologies remote sensing and GIS for assessing monitoring and managing fragile Himalayan ecosystems and their sustainability under climate change It is a collective research contribution from renowned researchers and academicians working in the Hindu Kush Himalayan HKH mountain range The Himalayas ecosystems have been facing substantial transformation due to severe environmental conditions land transformation forest degradation and fragmentation The authors utilized satellite datasets and algorithms to discuss the intricacy of land use land cover change forest and agricultural ecosystems canopy height estimation above ground biomass wildfires carbon sequestration and landscape restoration Furthermore the potential impacts of climate change on ecosystems biodiversity and future food and nutritional security are also addressed including the impact on the livelihood of people of the Himalayas This comprehensive Handbook explains the advanced geospatial technologies for mapping and management of natural resources of the Himalayas Key Features Explains multiple aspects of geospatial technologies for studying fragile Himalayan ecosystems and sustainability Focuses on the utility of interferometric synthetic aperture radar SAR modeling for canopy height Explain how remote sensing techniques are useful for deriving the above ground biomass gross primary productivity GPP and carbon fluxes Addresses how geospatial technologies are valuable for understanding vegetation dynamics composition and landscape restoration due to shifts in timberline and forest fires Includes contributions from global professionals working in the HKH mountain range Readership The Handbook serves as a valuable reference for students researchers scientists ecologists agricultural scientists meteorologists decision makers and all others who wish to advance their knowledge on vegetation remote sensing considering climate change in the HKH region

**Encyclopedia of Ecology** Brian D. Fath, 2018-08-23 Encyclopedia of Ecology Second Edition Four Volume Set continues the acclaimed work of the previous edition published in 2008 It covers all scales of biological organization from organisms to populations to

communities and ecosystems Laboratory field simulation modelling and theoretical approaches are presented to show how living systems sustain structure and function in space and time New areas of focus include micro and macro scales molecular and genetic ecology and global ecology e g climate change earth transformations ecosystem services and the food water energy nexus are included In addition new international experts in ecology contribute on a variety of topics Offers the most broad ranging and comprehensive resource available in the field of ecology Provides foundational content and suggests further reading Incorporates the expertise of over 500 outstanding investigators in the field of ecology including top young scientists with both research and teaching experience Includes multimedia resources such as an Interactive Map Viewer and links to a CSDMS Community Surface Dynamics Modeling System an open source platform for modelers to share and link models dealing with earth system processes

**Systematic Observation: Engaging Researchers in the Study of Daily Life as It Is Lived** M. Teresa Anguera,Angel Blanco-Villaseñor,Gudberg K. Jonsson,José Luis Losada,Mariona

Portell,2019-10-04 Assessment in natural contexts through observation is unquestionably complex Systematic observation grounded in observational methodology offers a wide range of possibilities to the rigorous study of everyday behavior in their natural context These possibilities have been enriched in recent decades with the explosion of information and communication technologies In this eBook we assemble 23 articles from several researchers who have made important contributions to this evolving field The articles included in this eBook has been organized with a first part on general methodological developments and a second part with methodological contributions that emphasize different application areas Considering the enormous possibilities of the systematic observation in the study of daily life we hope this eBook will be useful to understand innovative applications in different fields

*Entrepreneurship and Development for a Green Resilient Economy* Adriana Grigorescu,Jean Vasile Andrei,2024-07-04 This collection covers extensive ground in contemporary green entrepreneurship from fundamental theories such as business investments and venturing capital to emerging and new concepts that reflect critical challenges including technological development slowdowns economic resilience digitalization green business footprints

Intelligent Data Analysis Deepak Gupta,Siddhartha Bhattacharyya,Ashish Khanna,Kalpna Sagar,2020-07-13 This book focuses on methods and tools for intelligent data analysis aimed at narrowing the increasing gap between data gathering and data comprehension and emphasis will also be given to solving of problems which result from automated data collection such as analysis of computer based patient records data warehousing tools intelligent alarming effective and efficient monitoring and so on This book aims to describe the different approaches of Intelligent Data Analysis from a practical point of view solving common life problems with data analysis tools

Digital Conversion on the Way to Industry 4.0 Numan M. Durakbasa,M. Güneş Gençyılmaz,2020-10-25 This book presents the proceedings from the

International Symposium for Production Research 2020 The cross disciplinary papers presented draw on research from academics and practitioners from industrial engineering management engineering operational research and production



operational management It explores topics including computer aided manufacturing Industry 4 0 applications simulation and modeling big data and analytics flexible manufacturing systems decision analysis quality management industrial robotics in production systems information technologies in production management and optimization techniques Presenting real life applications case studies and mathematical models this book is of interest to researchers academics and practitioners in the field of production and operation engineering A-Z of Digital Research Methods Catherine Dawson,2019-07-10 This

accessible alphabetical guide provides concise insights into a variety of digital research methods incorporating introductory knowledge with practical application and further research implications A Z of Digital Research Methods provides a pathway through the often confusing digital research landscape while also addressing theoretical ethical and legal issues that may accompany each methodology Dawson outlines 60 chapters on a wide range of qualitative and quantitative digital research methods including textual numerical geographical and audio visual methods This book includes reflection questions useful resources and key texts to encourage readers to fully engage with the methods and build a competent understanding of the benefits disadvantages and appropriate usages of each method A Z of Digital Research Methods is the perfect introduction for any student or researcher interested in digital research methods for social and computer sciences **The Schenley**

**Experiment** Jake Oresick,2017-04-14 The Schenley Experiment is the story of Pittsburgh s first public high school a social incubator in a largely segregated city that was highly even improbably successful throughout its 156 year existence Established in 1855 as Central High School and reorganized in 1916 Schenley High School was a model of innovative public education and an ongoing experiment in diversity Its graduates include Andy Warhol actor Bill Nunn and jazz virtuoso Earl Hines and its prestigious academic program and pensions lured such teachers as future Pulitzer Prize winner Willa Cather The subject of investment as well as destructive neglect the school reflects the history of the city of Pittsburgh and provides a study in both the best and worst of urban public education practices there and across the Rust Belt Integrated decades before Brown v Board of Education Schenley succumbed to default segregation during the white flight of the 1970s it rose again to prominence in the late 1980s when parents camped out in six day long lines to enroll their children in visionary superintendent Richard C Wallace s reinvigorated school Although the historic triangular building was a cornerstone of its North Oakland neighborhood and a showpiece for the city of Pittsburgh officials closed the school in 2008 citing over 50 million in necessary renovations a controversial event that captured national attention Schenley alumnus Jake Oresick tells this story through interviews historical documents and hundreds of first person accounts drawn from a community indelibly tied to the school A memorable important work of local and educational history his book is a case study of desegregation magnet education and the changing nature and legacies of America s oldest public schools

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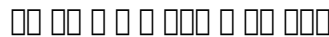
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