

## Microsoft Excel Part 3: Conditional Formatting & Charts

Department of Computer Science  
Faculty of Science  
Chiang Mai University

1

## CONDITIONAL FORMATTING

2

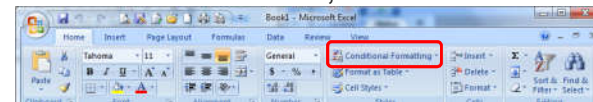
### Styles Group

- Allow you to quickly format cells
- **Format as Table**
  - Format select cells into a table
  - Header/ no header
- **Cell Styles**
  - Quickly format cells into a style

3

### Basic Conditional Formatting

1. Select cells you want to apply conditional formatting to.
2. Go to **Home** tab → **Styles** group → **Conditional Formatting**.
3. Select type of formatting you want.
4. Fill in threshold values, if needed.



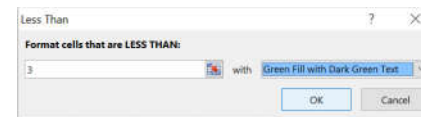
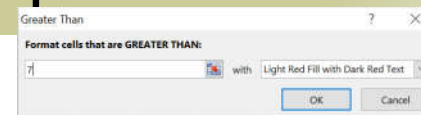
4

## Types of Conditional Formatting

- Highlight certain cells
  - Highlight cells rules
  - Top/bottom rules
- Highlight cells in group/range
  - Data bar
  - Color scale
  - Icon sets

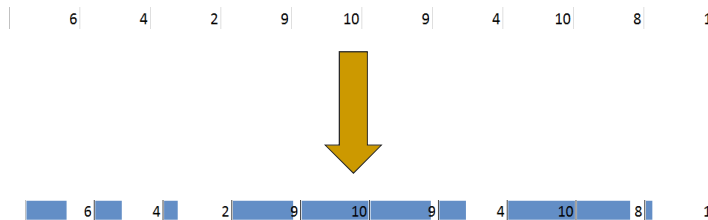
5

## Highlight Cells Rules



## Data Bar

- Select cells, then select the type of data bar you want



7

## More...

- You can select *More Rules...* to configure the formatting further.
- And *Manage Rules* to change rules already written.
  - Change cell range under *Applies to* to change affected cells.
  - *Edit rule...* to change condition/formatting of a rule
- *Clear Rules* to delete all rules from selection/worksheet.

8

## [ Use Your Own Formula ]

1. Select cells you want to apply conditional formatting to.
2. Go to *Home* → *Styles* → *Conditional Formatting*.
3. Select *New Rule*.
4. Under *Select a Rule Type*, select *Use a formula to determine which cells to format*.

9

## [ Use Your Own Formula (cont.) ]

5. Under *Format values where this formula is true*: type the formula you'll use.
  - Formula must return true/false.
  - Use absolute reference (\$) to base comparison on certain cell in a row/column
6. Click *Format...* to set how the cell where the condition is true will look.

10

## [ Rules examples ]

- Highlight cells with certain value  
`=A1=1`
- Highlight cells with first cell in column with certain value  
`=$A1=1`
- Highlight cells in odd row  
`=MOD(ROW(A1),2)=1`

11



## CHARTS

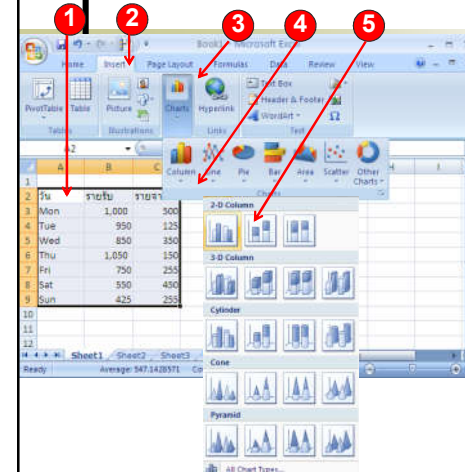
12

## Outlines

1. Creating a Chart
2. Changing the look of the chart with *Design* tab
3. Setting the organization of the chart with *Layout* tab

13

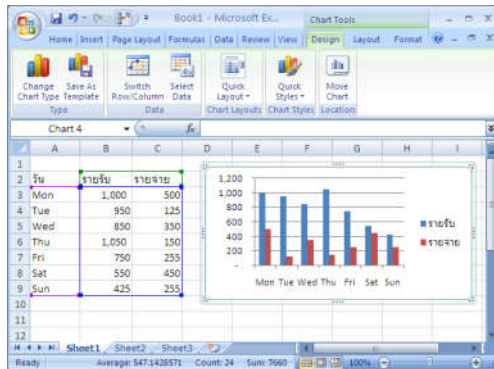
## 1. Creating a Chart



1. Highlight the data to create the chart
2. Click *Insert* tab
3. Click *Charts* button
4. Select type of chart you wish to create
5. Select the subtype

14

## 1. Creating a Chart — Result



15

## 2. Design Tab for Charts

- 2.1 Change Chart Type
- 2.2 Switch Row/Column
- 2.3 Select Data — changing data range to put of the chart
- 2.4 Quick Layout
- 2.5 Quick Styles
- 2.6 Move Chart

16

# Microsoft Excel 2007 – Conditional Formatting & Charts

## 2.1 Changing Chart Type

1. Click to select the chart
2. Click **Design** tab
3. Click **Change Chart Type** button
4. Select a category of charts
5. The select the new chart you want

## 2.2 Switching Row and Column

1. Click the chart
2. Select **Design** tab
3. Click **Switch Row/Column**

## 2.3 Changing Data Range

1. Click the chart
2. Select **Design** tab
3. Click **Select Data**

**Select Data Source**

Chart data range: **=Sheet1!\$A\$2:\$C\$9**

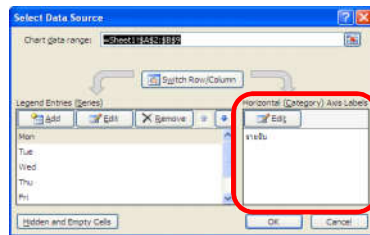
## 2.3 Changing Data Range (cont.)

4. Under **Chart data range**, erase the old data range.
5. Type/select new data range
6. Click **OK**

**Select Data Source**

Chart data range: **=Sheet1!\$A\$2:\$B\$9**

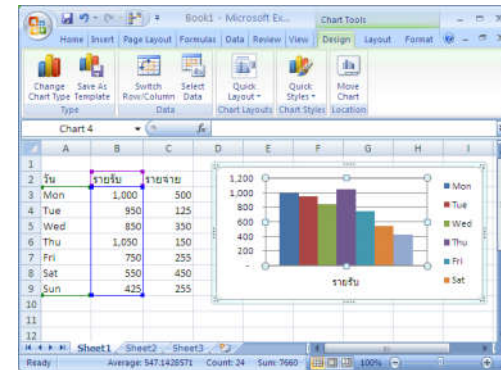
## 2.3 Changing Data Range (cont.)



You can also change the labels on the horizontal (x)-axis here.

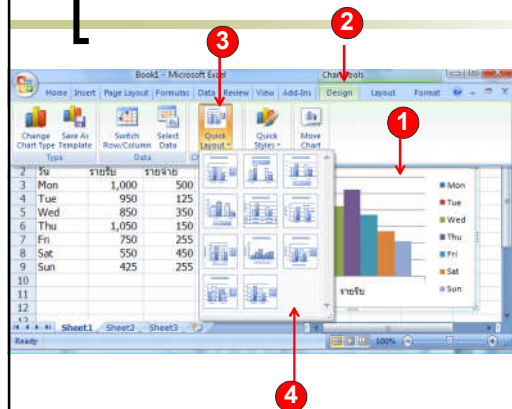
21

## 2.3 Changing Data Range — Result



22

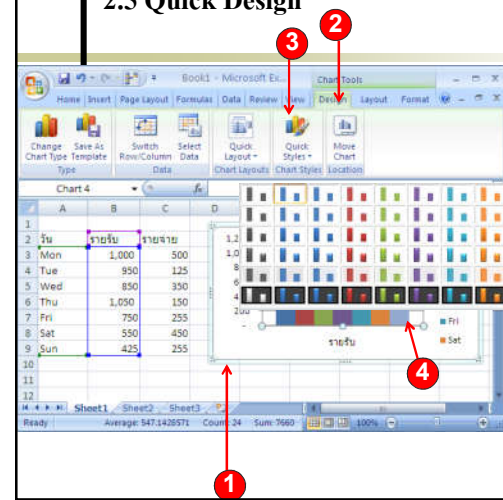
## 2.4 Quick Layout



1. Click on the Chart
2. Click *Design* tab
3. Click *Quick Layout* button
4. Select the layout you want

23

## 2.5 Quick Design



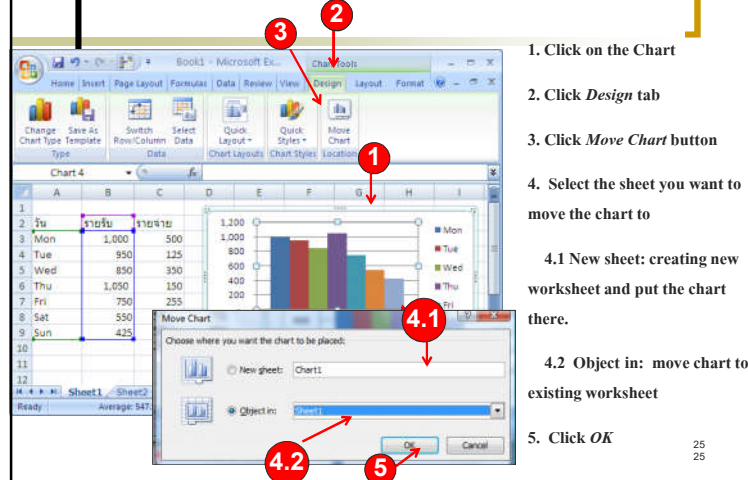
1. Click on the Chart
2. Click *Design* tab
3. Click *Quick Styles* button
4. Select the design you want

24



# Microsoft Excel 2007 – Conditional Formatting & Charts

## Moving the Chart to Another Sheet



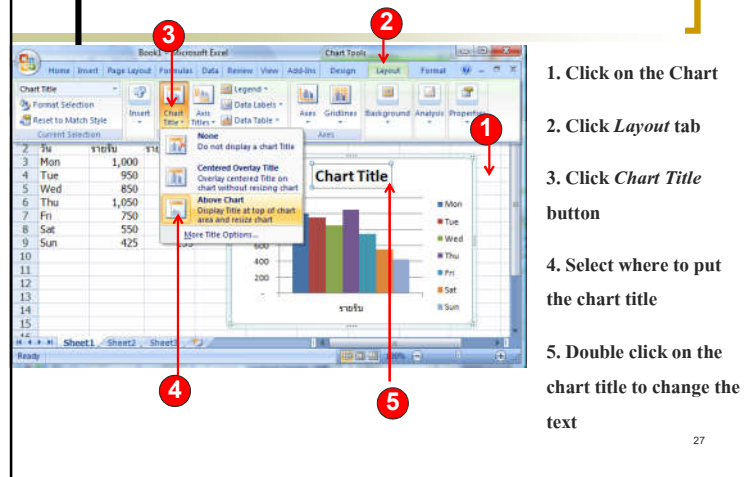
1. Click on the Chart
2. Click **Design** tab
3. Click **Move Chart** button
4. Select the sheet you want to move the chart to
  - 4.1 New sheet: creating new worksheet and put the chart there.
  - 4.2 Object in: move chart to existing worksheet
5. Click **OK**

## 3. Setting Chart Layout

- 3.1 Setting Chart Titles
- 3.2 Setting Axis Titles
- 3.3 Setting Legends
- 3.4 Setting Data Labels
- 3.5 Showing Data Table

26

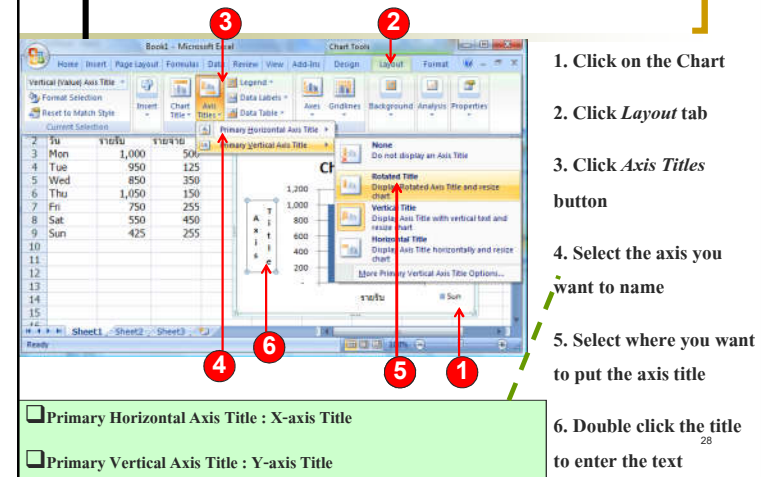
## 3.1 Chart Title



1. Click on the Chart
2. Click **Layout** tab
3. Click **Chart Title** button
4. Select where to put the chart title
5. Double click on the chart title to change the text

27

## 3.2 Axis Titles



1. Click on the Chart
2. Click **Layout** tab
3. Click **Axis Titles** button
4. Select the axis you want to name
5. Select where you want to put the axis title
6. Double click the title to enter the text

Primary Horizontal Axis Title : X-axis Title

Primary Vertical Axis Title : Y-axis Title

28

# Microsoft Excel 2007 – Conditional Formatting & Charts

## 3.3 Legends

1. Click on the Chart

2. Click *Layout* tab

3. Click *Legend* button

4. Select where to put the legends

Legend options menu:

- Show Legend at Right: Show Legend and align right.
- Show Legend at Top: Show Legend and align top.
- Show Legend at Left: Show Legend and align left.
- Show Legend at Bottom: Show Legend and align bottom.
- Overlay Legend at Right: Show Legend at right of the chart without resizing.
- Overlay Legend at Left: Show Legend at left of the chart without resizing.
- More Legend Options...

Chart area:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	1,000	950	850	1,050	750	550	425

## 3.4 Data Labels — Showing the values on chart

1. Click on the Chart

2. Click *Layout* tab

3. Click *Data Labels* button

4. Select where to put the labels

Data Labels options menu:

- None: Turn off Data Labels for selection.
- Center: Display Data Labels and position centered on the data points.
- Inside End: Display Data Labels and position inside the end of data points.
- Outside End: Display Data Labels and position outside the end of data points.
- More Data Label Options...

Chart area:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	1,000	950	850	1,050	750	550	425

## 3.5 Data Table

1. Click on the Chart

2. Click *Layout* tab

3. Click *Data Table* button

4. Select where to put the table

Data Table options menu:

- None: Do not show a Data Table.
- Show Data Table: Show Data Table below the chart without legend keys.
- Show Data Table with Legend Keys: Show Data Table below the chart and include legend keys.
- More Data Table Options...

Chart area:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	1,000	950	850	1,050	750	550	425