Microsoft Excel
Part 3: Conditional Formatting & Charts

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CONDITIONAL FORMATTING

Styles **Group**

- **Allow you to quickly format cells**

- *Format as Table*
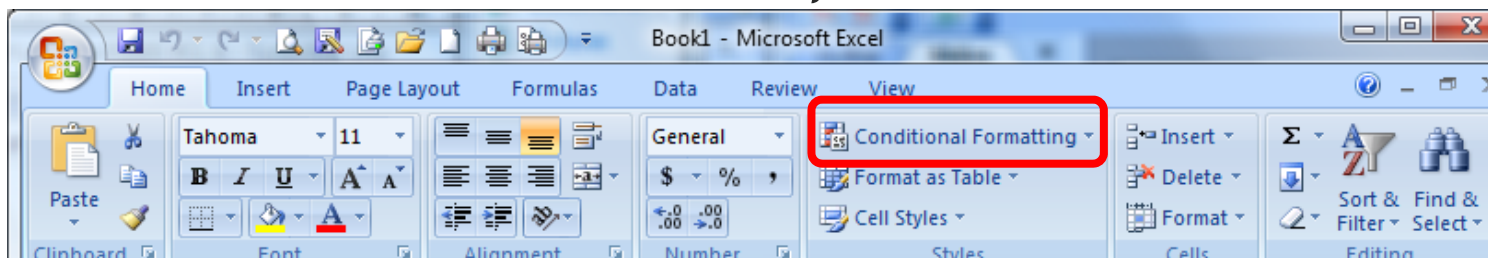
  - **Format select cells into a table**

  - **Header/ no header**

- *Cell Styles*

  - **Quickly format cells into a style**

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.**

Types of Conditional Formatting

- **Highlight certain cells**

  - Highlight cells rules

  - Top/bottom rules

- **Highlight cells in group/range**

  - Data bar

  - Color scale

  - Icon sets

Highlight Cells Rules

| 6 | 4 | 2 | 9 | 10 | 9 | 4 | 10 | 8 | 1 |

Greater Than   ?   ✕

Format cells that are GREATER THAN:

7   with   Light Red Fill with Dark Red Text ▾

     OK   Cancel

| 6 | 4 | 2 | 9 | 10 | 9 | 4 | 10 | 8 | 1 |

Less Than   ?   ✕

Format cells that are LESS THAN:

3   with   Green Fill with Dark Green Text ▾

     OK   Cancel

| 6 | 4 | 2 | 9 | 10 | 9 | 4 | 10 | 8 | 1 |

Data Bar

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

| 6 | 4 | 2 | 9 | 10 | 9 | 4 | 10 | 8 | 1 |

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| 6 | 4 | 2 | 9 | 10 | 9 | 4 | 10 | 8 | 1 |
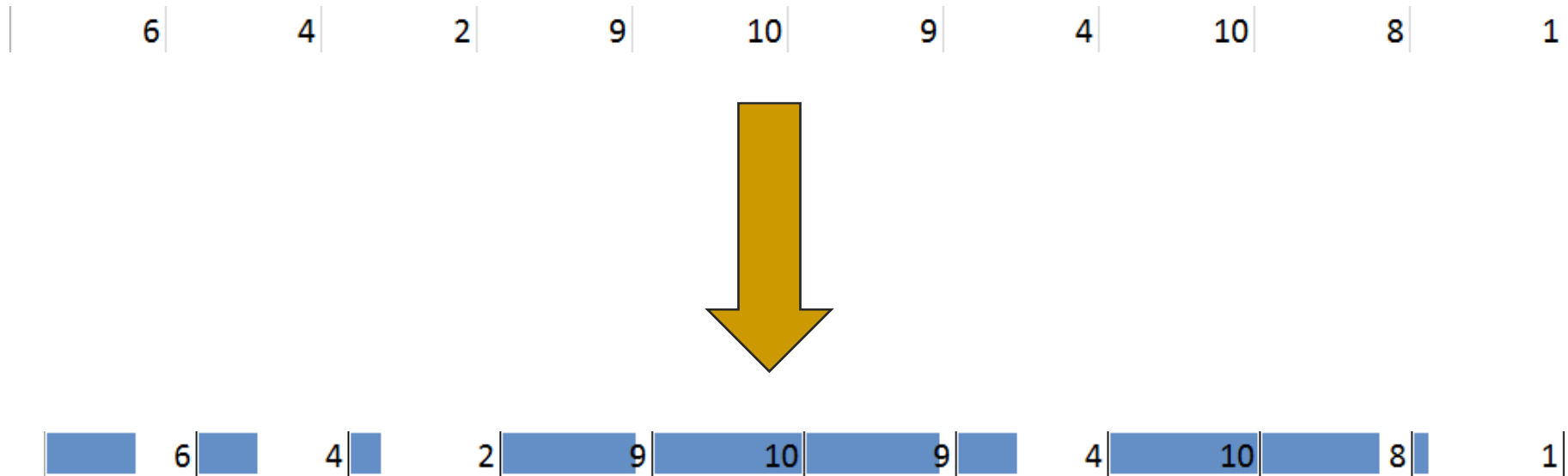
More...

- 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.

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*.

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Use Your Own Formula (cont.)

5. Under *Format values where this formula is true:* type the formula you'll use.

    o Formula must return true/false.

    o Use absolute reference ($) to base comparison on <u>certain</u> cell in a row/column

6. Click *Format...* to set how the cell where the condition is true will look.

Cell Reference and Conditional Formatting

- Both absolute and relative reference will also works on conditional formatting rule.

- As written, the reference will work on the first cell in range. (top left)

- For other cell, relative reference will move based like when you copied and paste a cell with a formula.

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

Example

- On grading sheet, Select cells A3:F12, then try:
  - =A3="F"   set cell font color to red
  - =$F3="F"   set cell font color to red

Manage Rules

- Conditional Formatting → Manage Rules…

- You can use *New Rule…* to add a rule, *Edit Rule…* to change a rule, and *Delete Rule* to remove a rule.

- Rules ordering
  - Rule on top will take precedence over rules below
  - You can change the ordering of rules with the arrows button

CHARTS

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

1. Creating a Chart
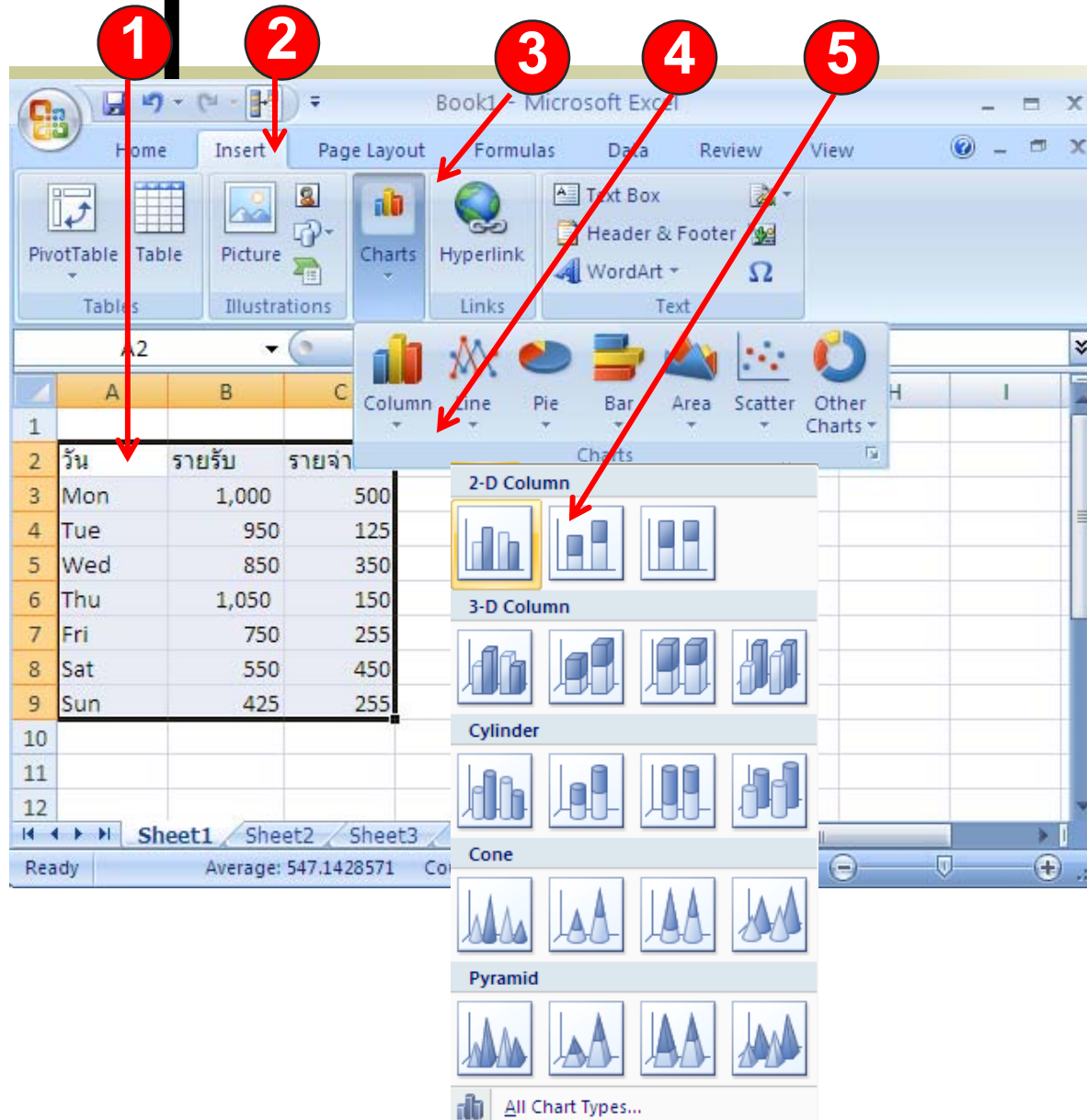
1. Highlight the data to create the chart

2. Click **Insert** tab

3. Click **Charts** button

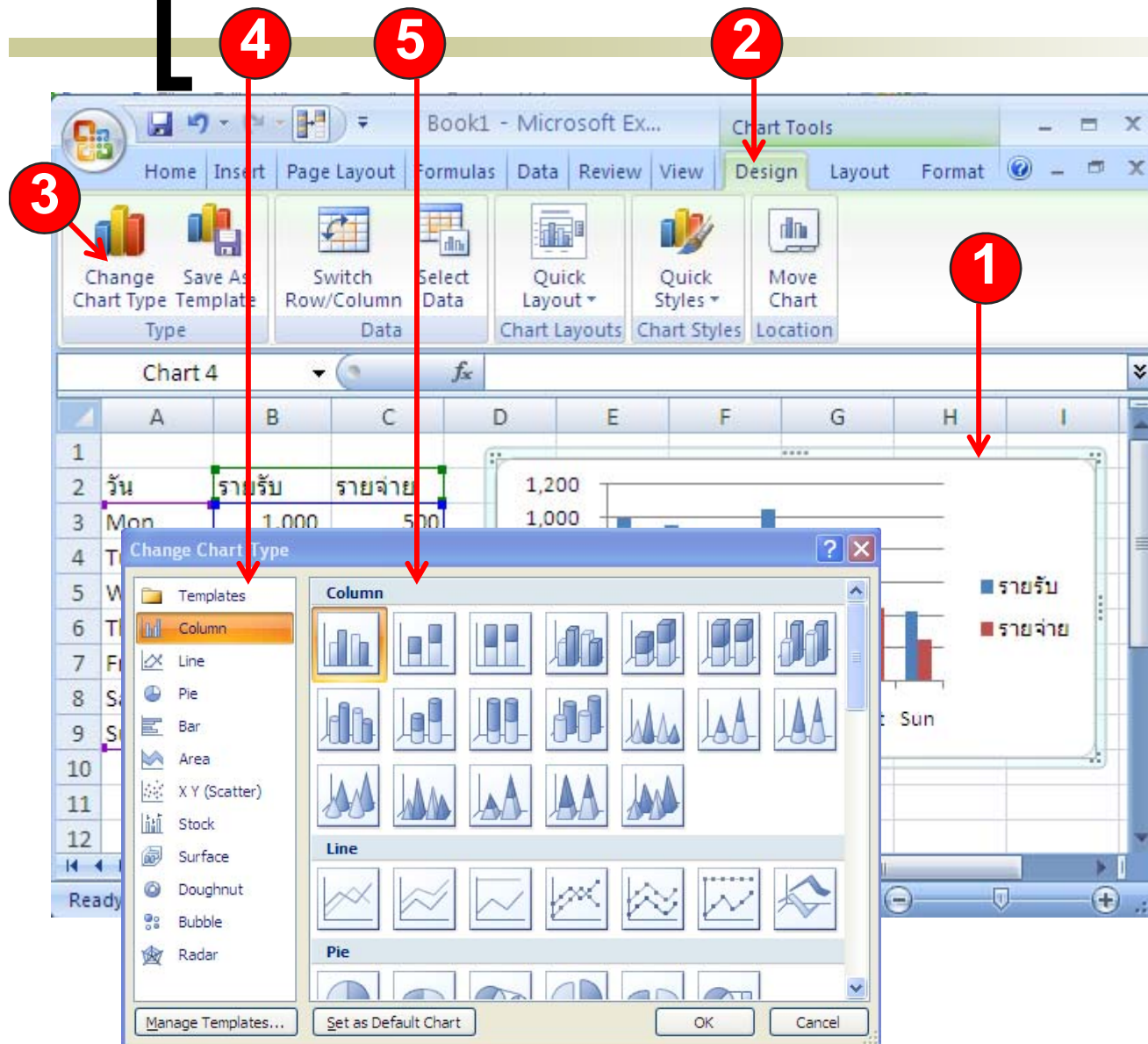4. Select type of chart you wish to create

5. Select the subtype

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1. Creating a Chart － Result
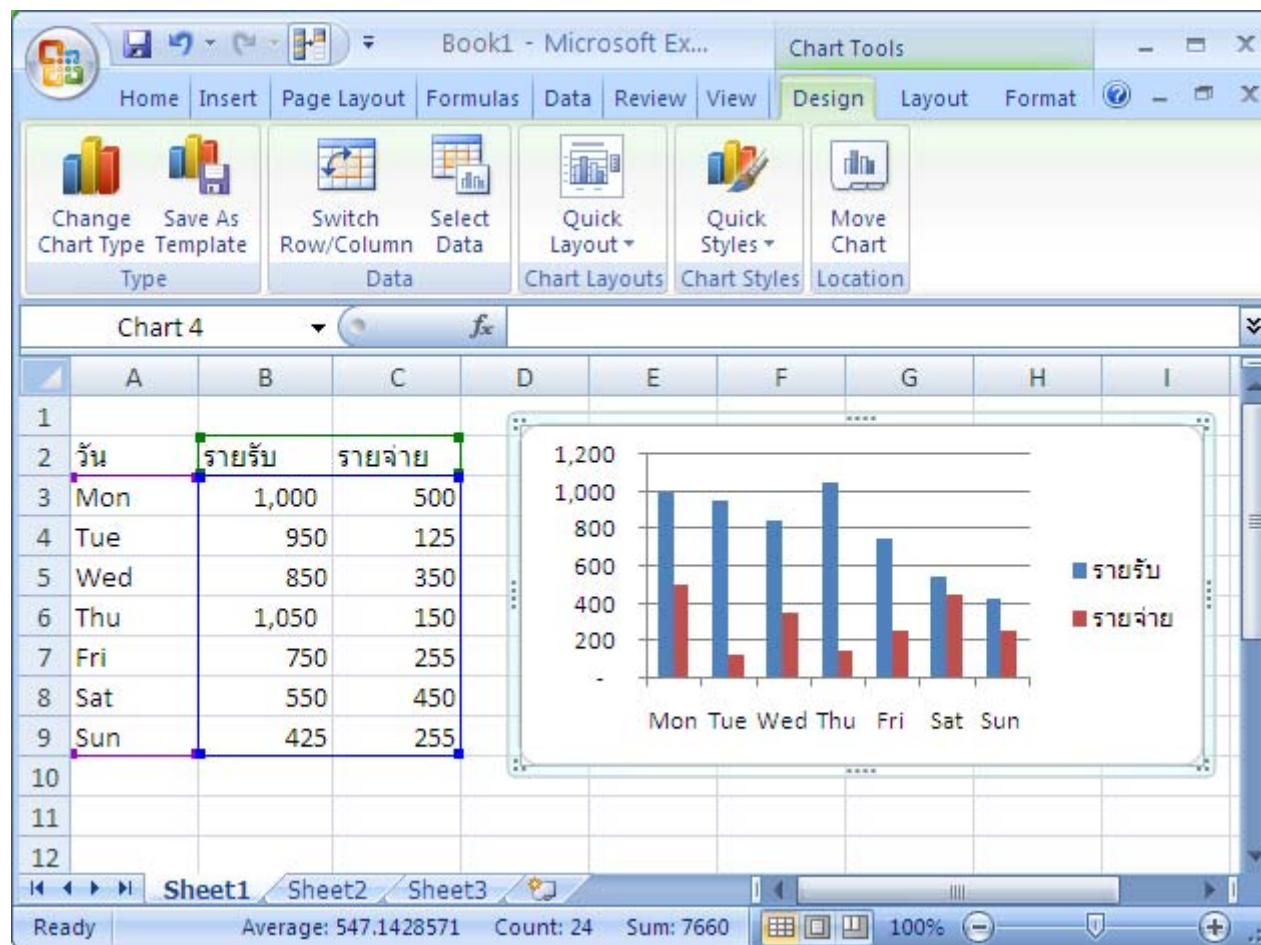
2. **Design** Tab for Charts

- *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

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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
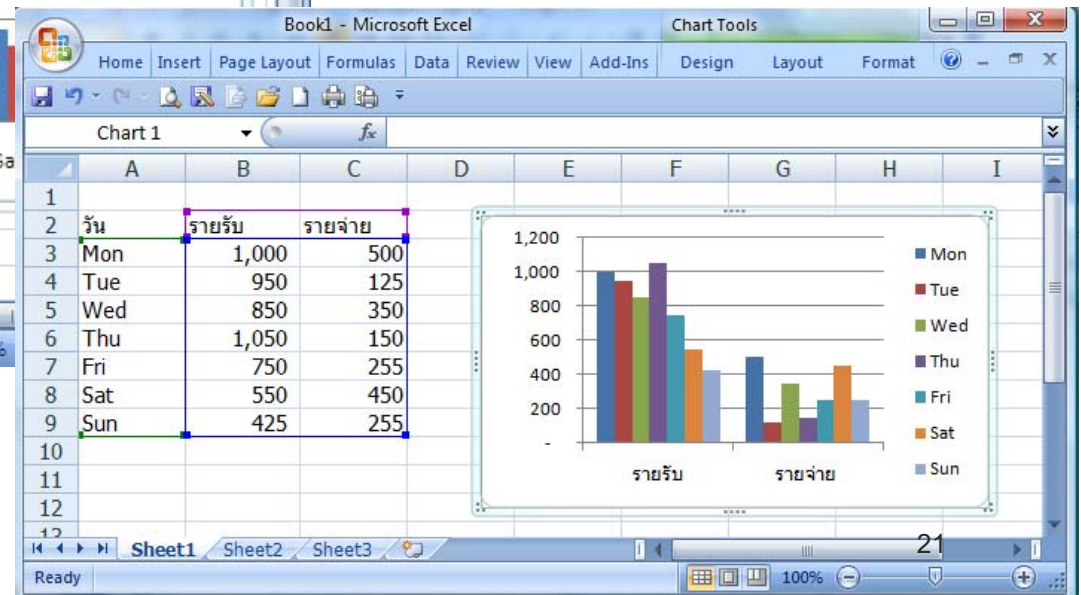
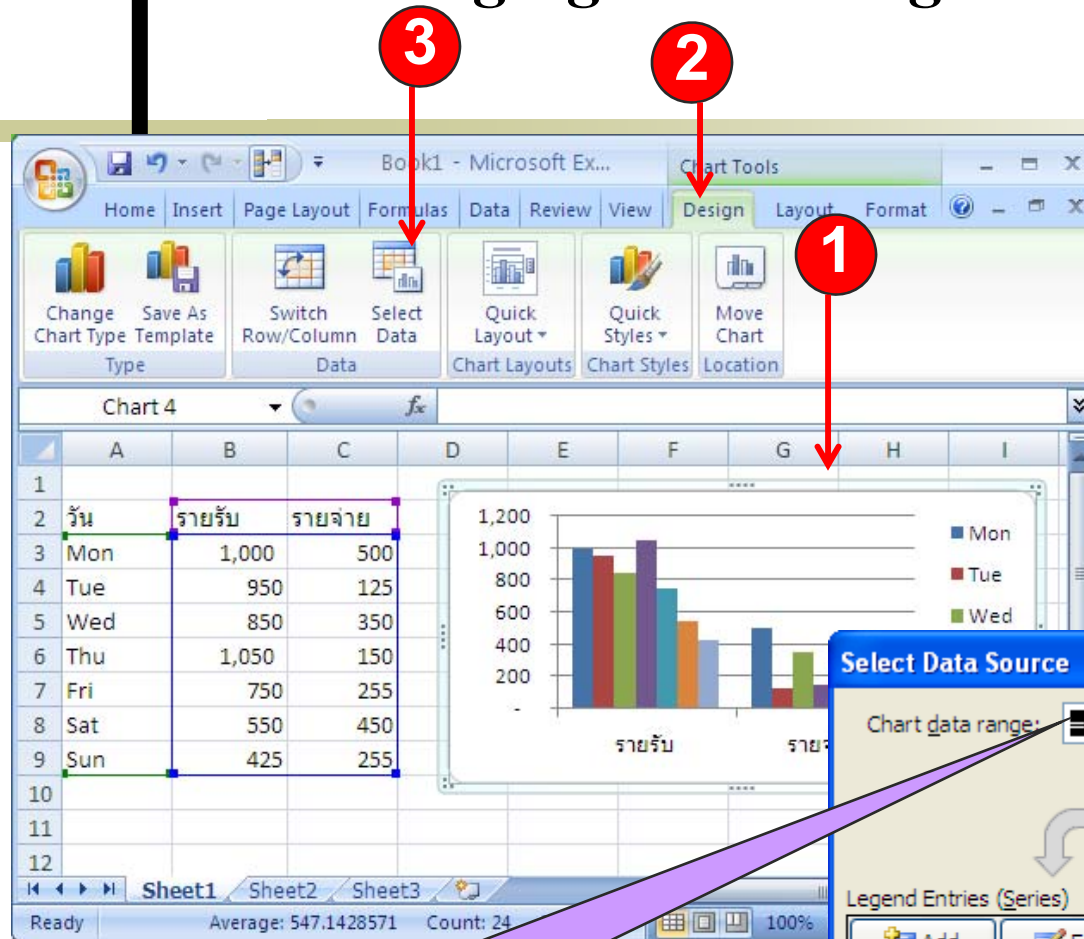5. The select the new chart you want

2.2 Switching Row and Column
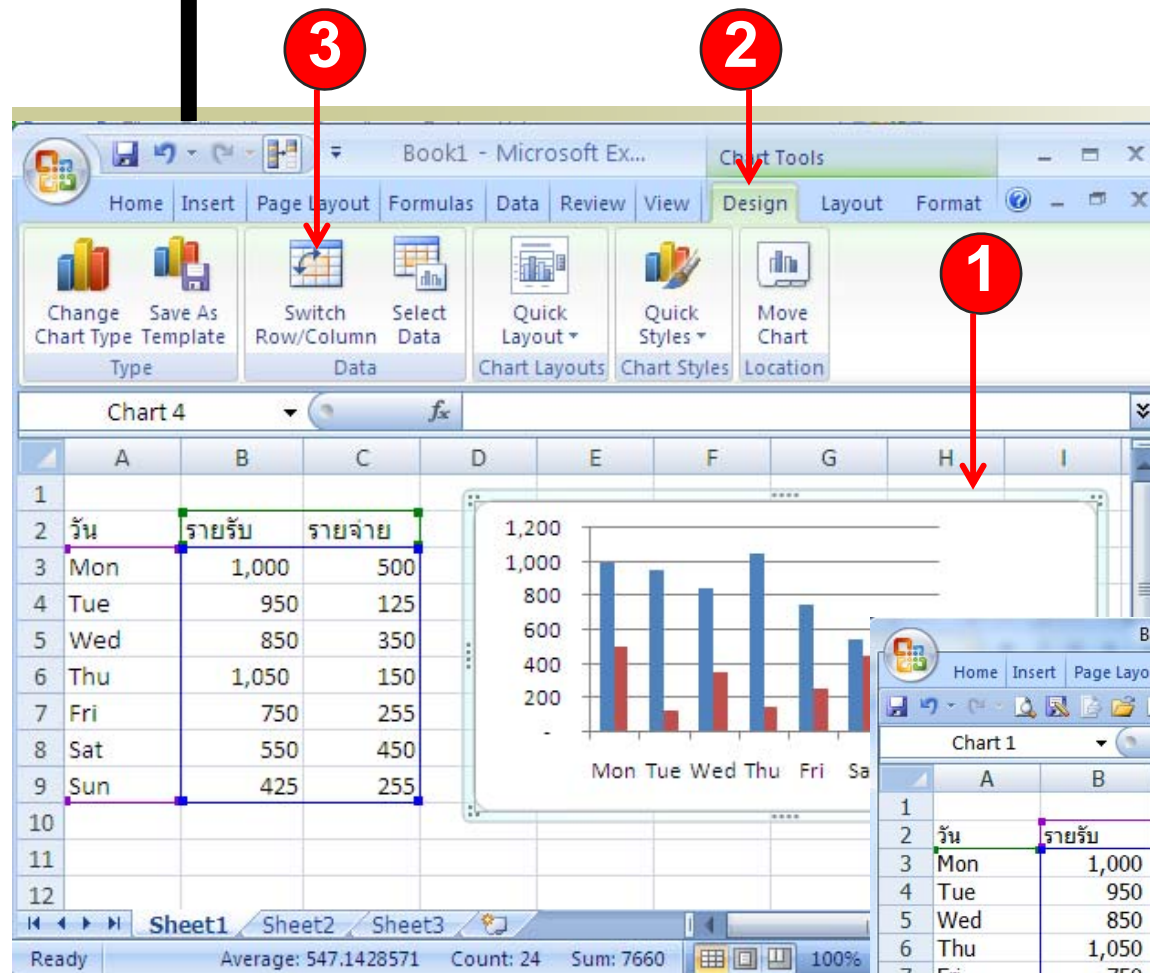
1. Click the chart

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**

=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**

=Sheet1!$A$2:$B$9

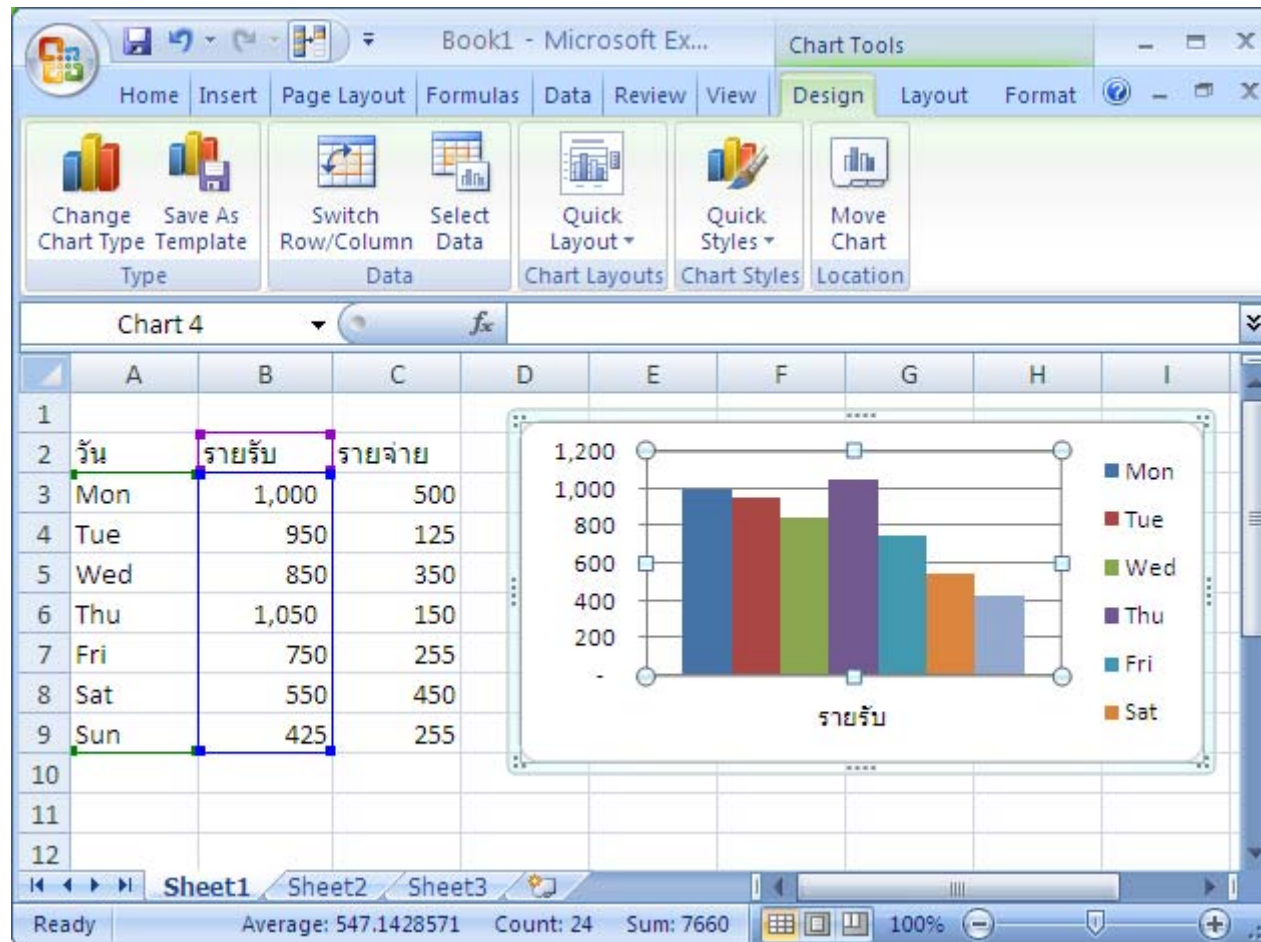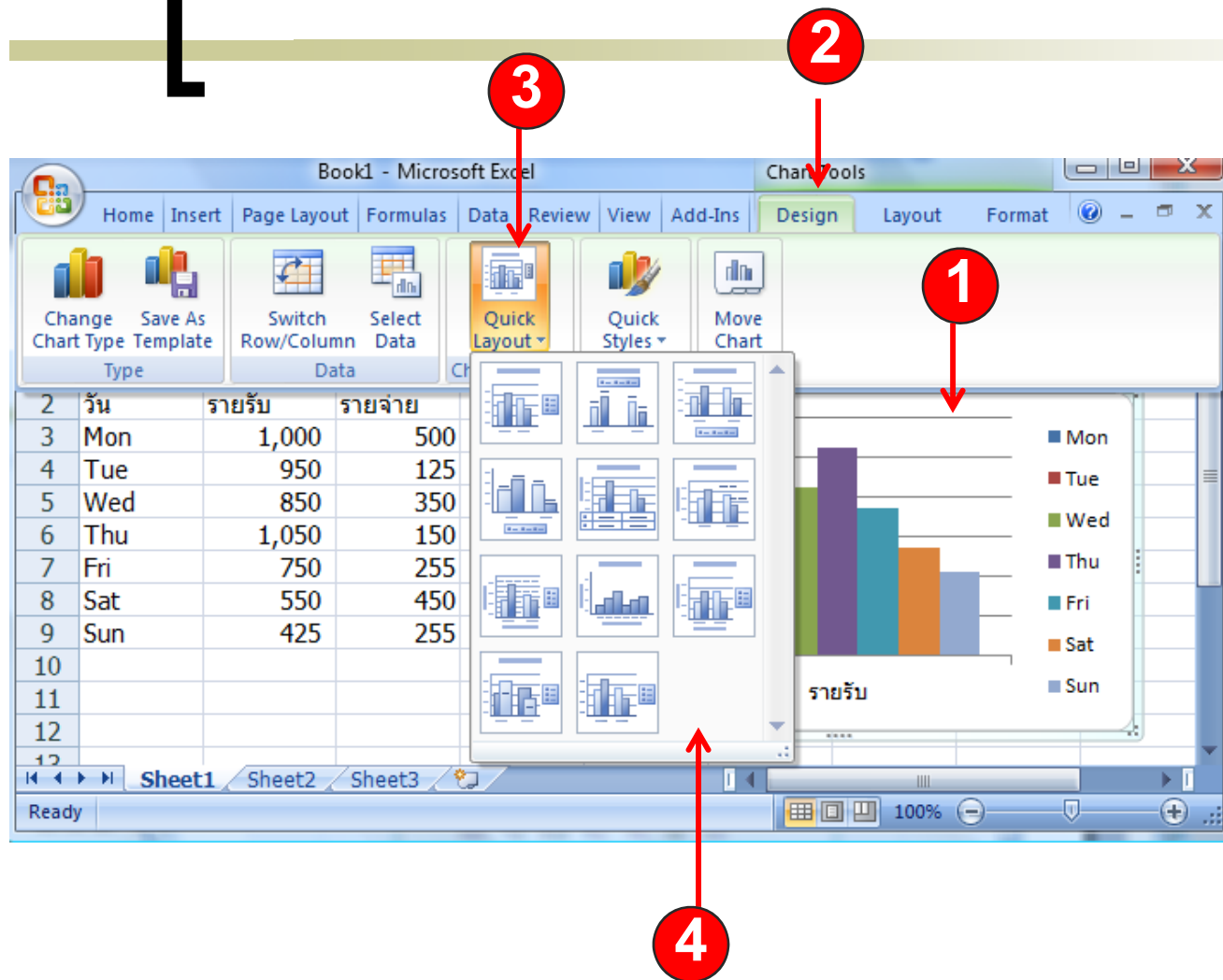## *2.3 Changing Data Range (cont.)*
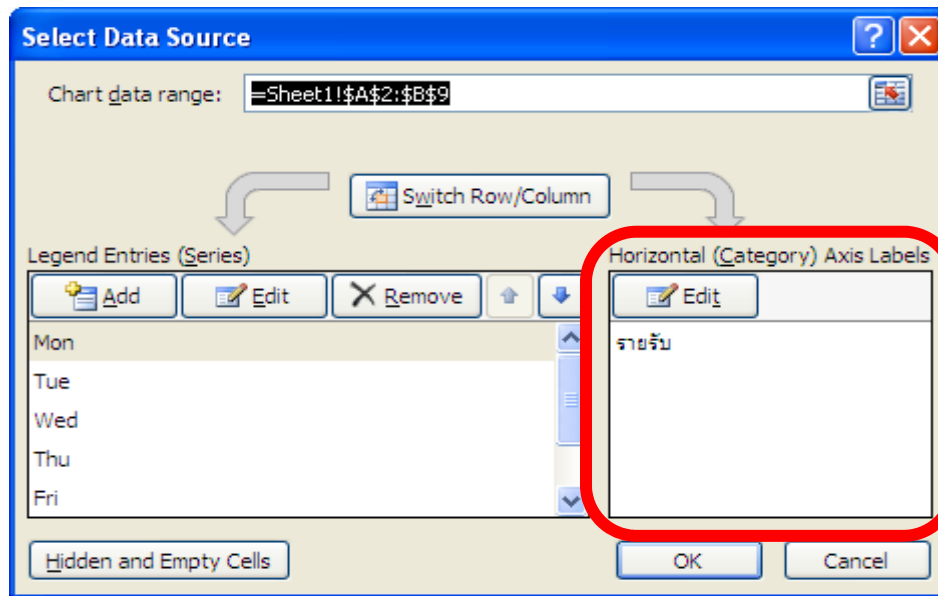
- You can also change the labels on the horizontal (x)-axis here.
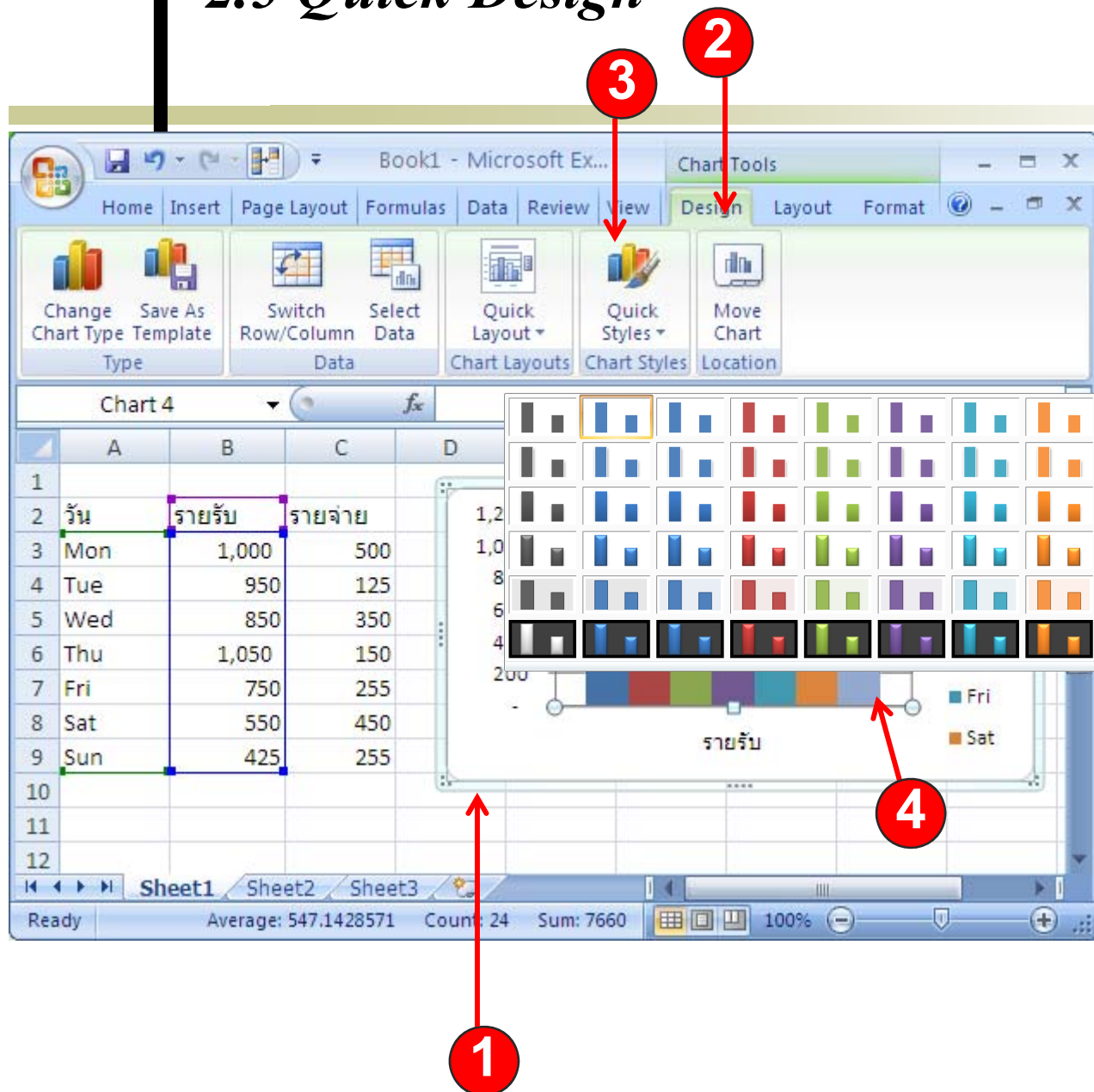
2.3 Changing Data Range — Result

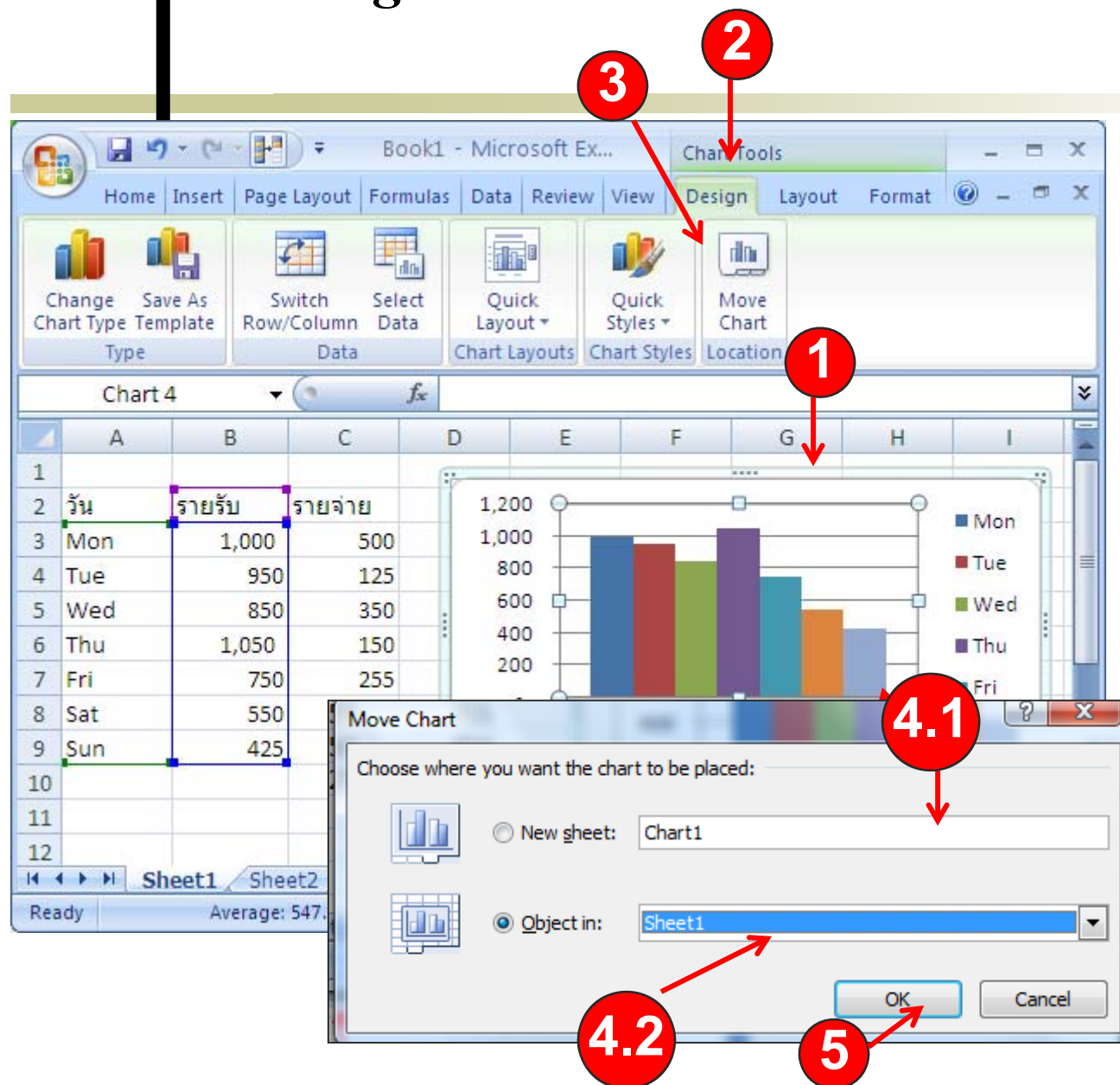## 2.4 Quick Layout

1. Click on the Chart

2. Click **Design** tab

3. Click **Quick Layout** button

4. Select the layout you want

2.5 Quick Design

1. Click on the Chart

2. Click **Design** tab

3. Click **Quick Styles** button

4. Select the design you want

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

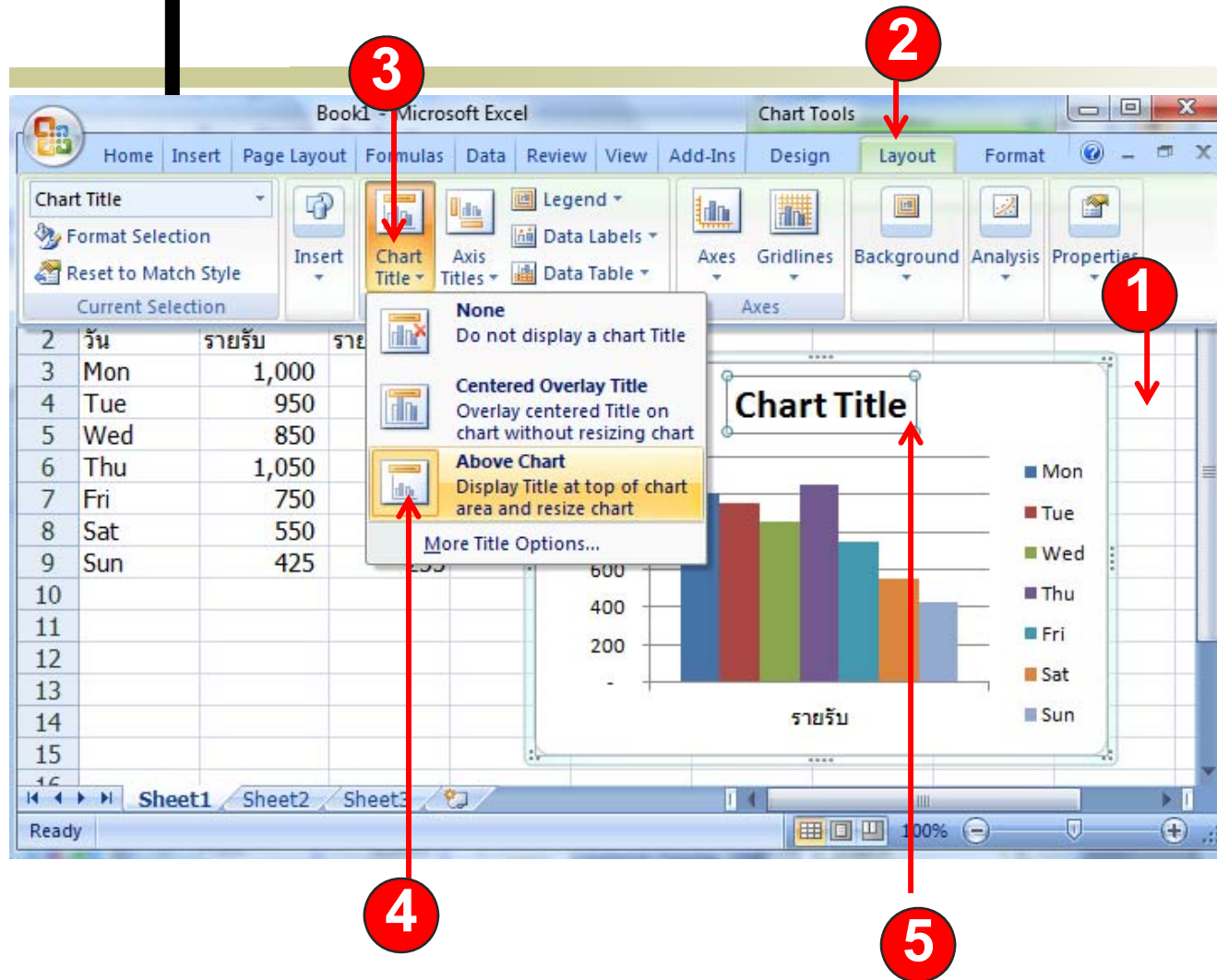   4.1 New sheet: creating new worksheet and put the chart there.

   4.2 Object in: move chart to existing worksheet

5. Click **OK**
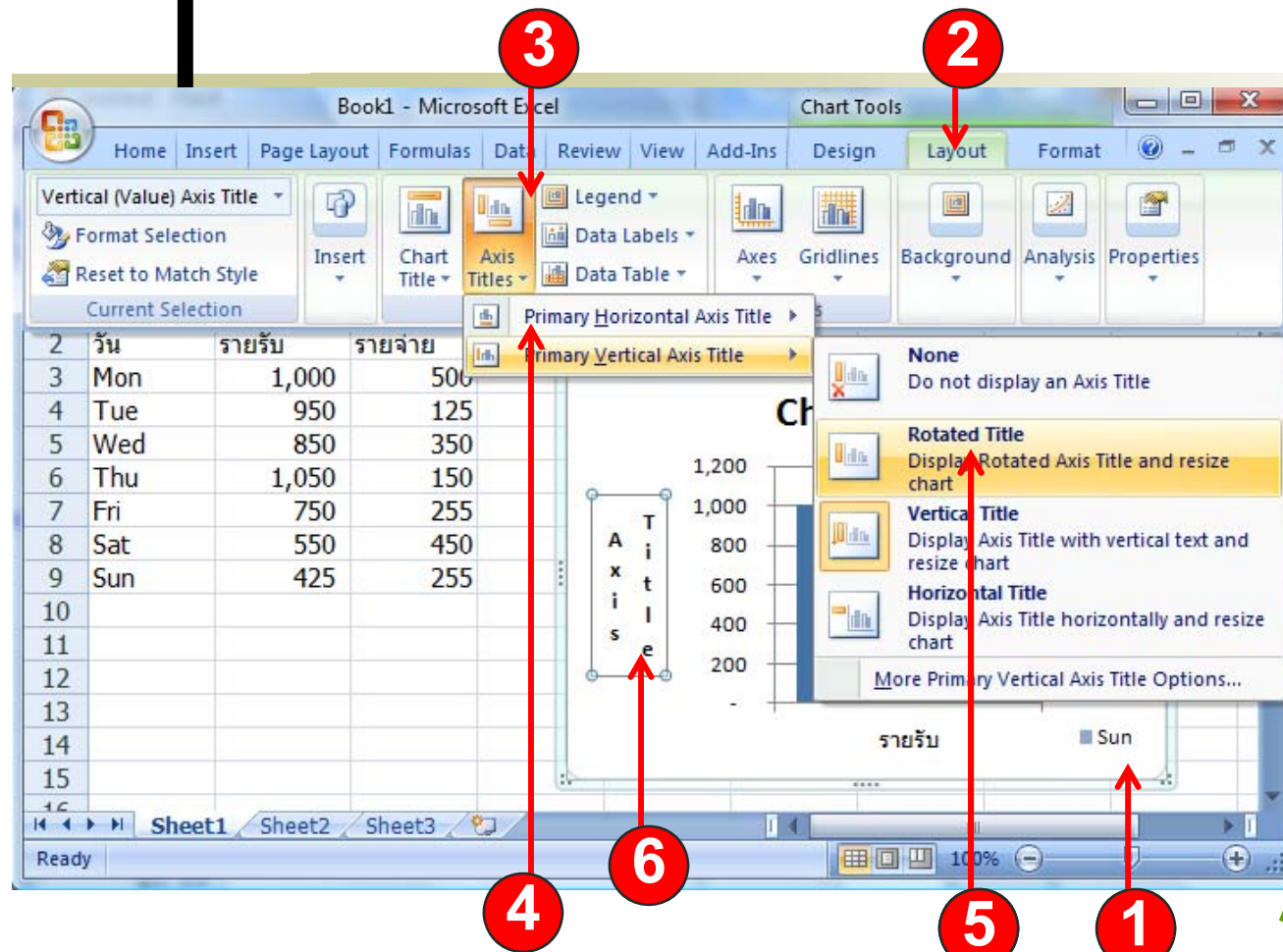
3. Setting Chart Layout

- *3.*1 *Setting* Chart Titles

- *3.2 Setting Axis Titles*

- *3.3 Setting* Legends

- 3.4 Setting Data Labels

- 3.5 *Showing* Data Table

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

3.2 Axis Titles

1. Click on the Chart

2. Click **Layout** tab

3. Click **Axis Titles** button

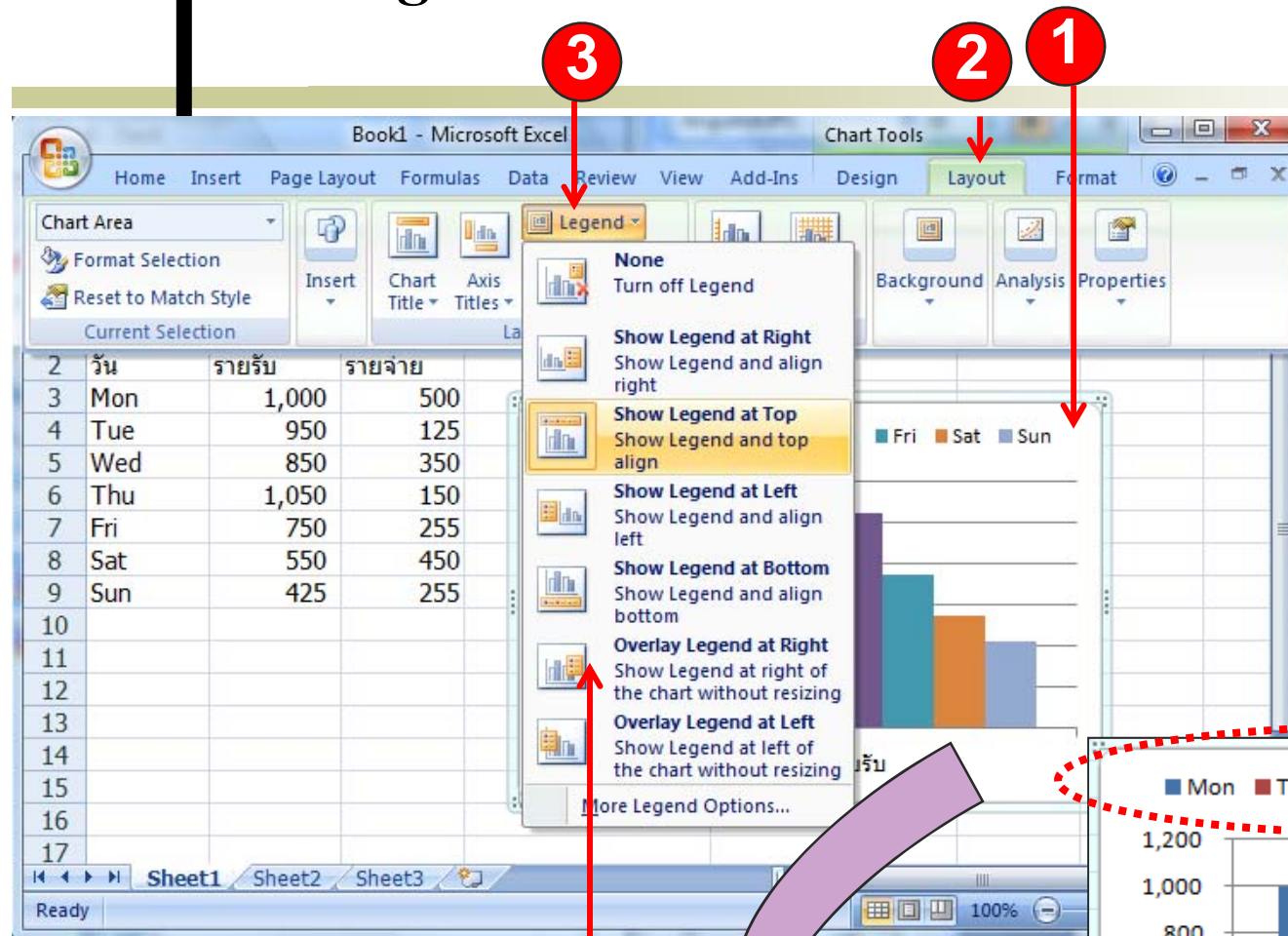4. Select the axis you want to name

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*
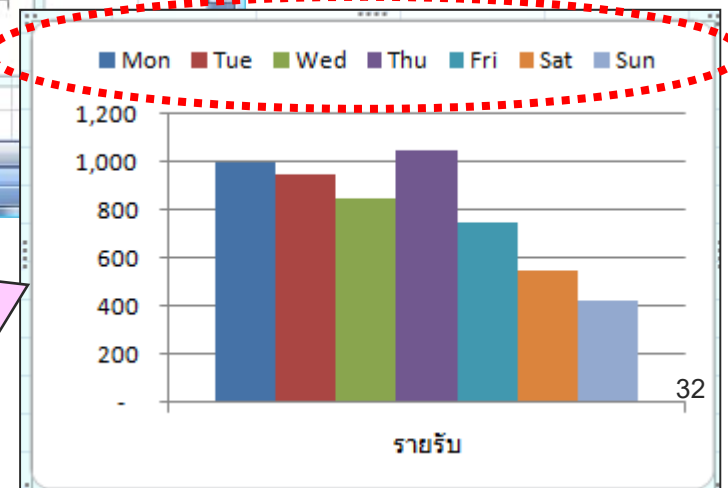
❑ *Primary Vertical Axis Title : Y-axis Title*

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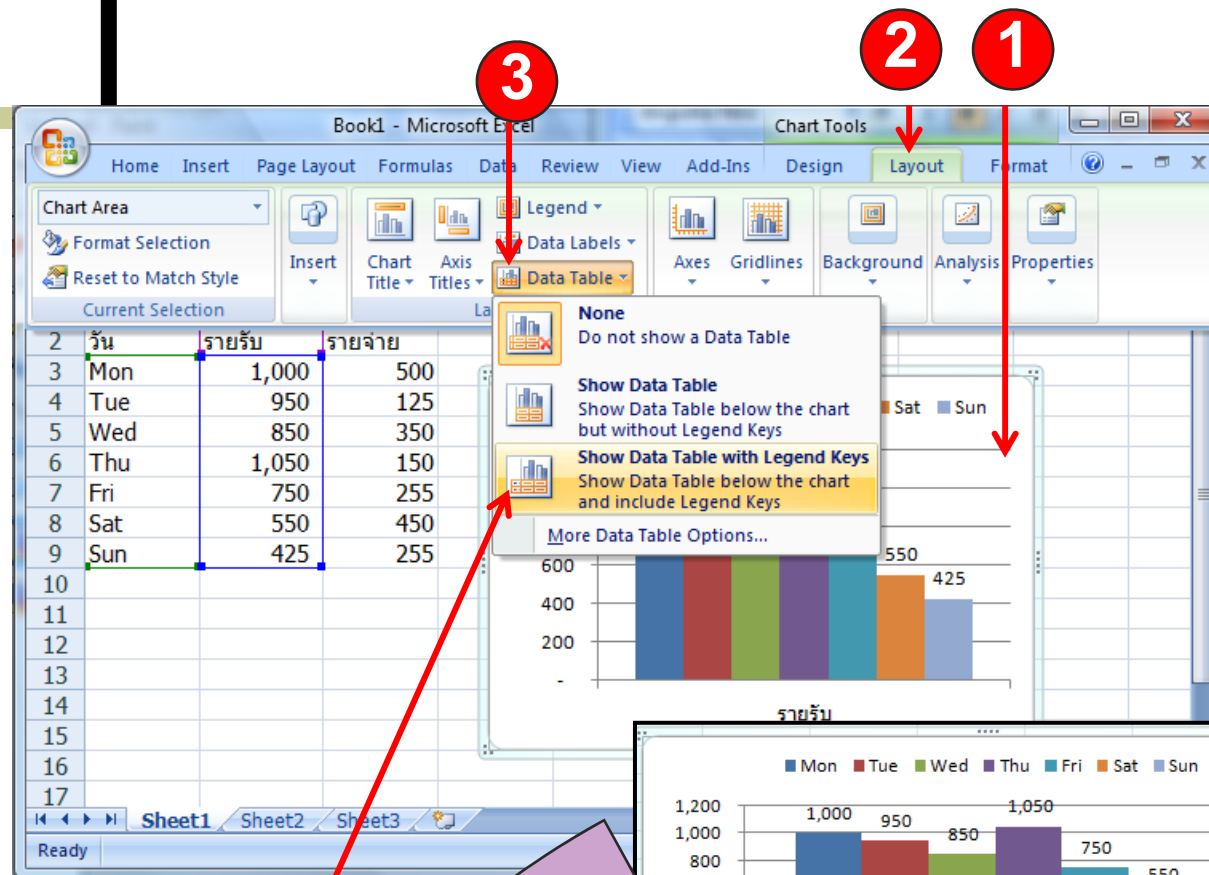## 3.3 Legends

1. Click on the Chart

2. Click **Layout** tab

3. Click **Legend** button

4. Select where to put the legends

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

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