## **Conditional Formatting**

Conditional Formatting enables you to highlight or format cells with a certain color or icon set depending on the cell's value.

Let us say I want to put a red, yellow, or green stop-and-go light next to the percent increase for each account in my budget spreadsheet. If the percent increase is less than 3%, we want a green light. If the percent increase is between 3%-5%, we want a yellow light. If the percent increase is greater than 5%, we want a red light.

1. Highlight the range of numbers you want Conditional Formatting on.

	Percent	
_	Increase	
	0.35%	
	34.32%	
	34.32%	
	1.68%	
	6.69%	
	-8.67%	
	-8.67%	
	2.64%	
	2.64%	
	-0.78%	
1	3.53%	
	6.99%	
	0.47%	
	0.36%	
	0.66%	
		4

- 2. On the ribbon, go to Home | Styles | Conditional Formatting.
- 3. For this example, we are going to use stop-and-go lights.

		e	Min	Max		
Icon Sets		Dire	ectional	↓ → 1	4	
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4. Once selected, you will see that Excel tries to establish the formatting it thinks you want. In this case, we will need to edit the formatting.

Make sure your range of numbers is still selected and go to **Home | Styles | Conditional Formatting | Manage Rules** on the ribbon.

5. Highlight the **Icon Set** you want to edit and click **Edit Rule**.



6. Click on **Reverse Icon Order** so that the red light is first.

Reverse Icon Order

- 7. Change the Types to Number instead of Percent.
- 8. Following the rules we noted above, change the Value for the red light to ".05"
- 9. Change the Value for the yellow light to ".03".
- 10. Click **OK**.

Percent						
Increase						
	0.35%					
	34.32%					
	34.32%					
	1.68%					
	6.69%					
	-8.67%					
	-8.67%					
	2.64%					
	2.64%					
	-0.78%					
	3.53%					
	6.99%					
	0.47%					
	0.36%					
	0.66%					

## Link Excel to Word

You can link a section of an Excel spreadsheet into a Word document.

- 1. In your **Excel** spreadsheet, highlight the region you wanted linked to your **Word** document and **Copy**.
- 2. Go to your **Word** document and place the cursor in the spot you want the spreadsheet to appear.
- 3. On the Home ribbon, select Paste | Paste Special.



4. Select Paste link on the left and Microsoft Excel Worksheet Object.

Paste Special			?	$\times$
Source: Micro Budge	soft Excel Worksheet et!R4C1:R12C5			
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Result Ir Pi re	aserts the contents of the Clipboa aste Link creates a shortcut to the eflected in your document.	rd as a picture. source file. Change:	s to the source file will OK C	l be ancel

5. Click OK.

Now you can make changes in your Excel spreadsheet and your Word document will automatically update with those numbers.

To update the numbers in your Word document, right click on the spreadsheet area and select **Update Link**. Alternatively, the next time you open the **Word** document, you will receive a prompt asking you if you want to update the data from your **Excel** spreadsheet.

## **Sparklines**

Sparklines are tiny charts that provide a visual representation of data. To insert a Sparkline, do the following:

- 1. Click in the cell you want the **Sparkline** to appear.
- 2. On the ribbon, go to Insert | Sparklines | Line.
- 3. Select the data that you want graphed.
- 4. Click OK.

9						
10			12/31/2018	12/31/2019	12/31/2020	
11	10-50-110	Salaries and Wages	510,003.25	525,734.55	515,756.54	