

Conditional Formatting

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

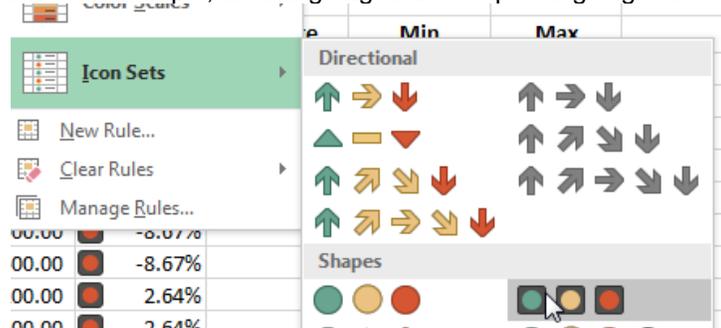
Let us say I want to put a red, yellow, or green stop-and-go light next to the percent increase for each account in my budget spreadsheet. If the percent increase is less than 3%, we want a green light. If the percent increase is between 3%-5%, we want a yellow light. If the percent increase is greater 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% |
| 3.53% |
| 6.99% |
| 0.47% |
| 0.36% |
| 0.66% |

2. On the ribbon, go to **Home | Styles | Conditional Formatting**.

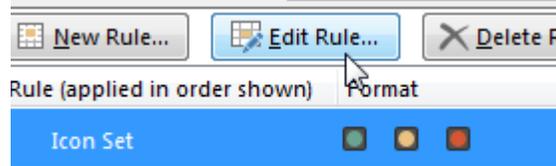
3. For this example, we are going to use stop-and-go lights.



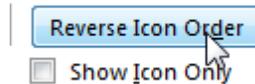
4. Once selected, you will see that Excel tries to establish the formatting it thinks you want. In this case, we will need to edit the formatting.

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

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



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



- Change the **Types** to **Number** instead of **Percent**.
- Following the rules we noted above, change the **Value** for the red light to “.05”
- Change the **Value** for the yellow light to “.03”.
- 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% |

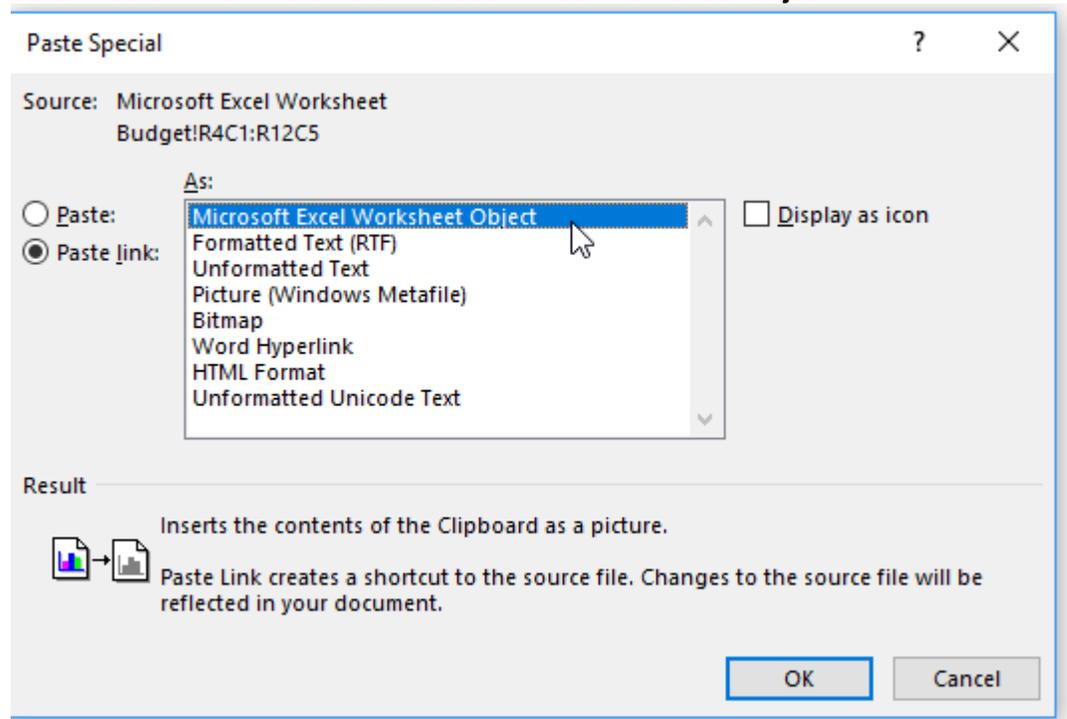
Link Excel to Word

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**.



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