In Depth Excel Conditional Formatting

Length/CPE Hours

3 hours

Class Time

8:30 a.m. – 11:30 p.m. Central Time

PREREQUISITE

The student should have an Intermediate to Advanced knowledge of Excel. You will need basic understanding of Excel Level 1 skills.

Who Should Attend?

Too busy to take a full day course but need to learn more about conditional formatting? Excel's conditional formatting feature highlights data based on certain conditionals. Most Excel users know the basics of conditional formatting. But this class will help you use it to its fullest potential.

In this class, we will learn how to use the Excel data bars, icon sets, and color scales to quickly identify changes in your data. You will also learn how to use formulas in conditional formatting. If you are an Intermediate to Advanced Excel user and would like to expand your knowledge of Excel this class is for you.

- Conditional formatting basics.

- Clearing and Managing Rules

- Using the Greater Than, Between or Less than options

- Identifying Duplicates

- Working with Text

- Identifying the Top Values

- Working with Above or Below Average numbers

- Using Data bars

- Using Color Scales

- Working with Icon Sets

- Using Formulas

- Using Conditional Formatting in PivotTables

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.