



Conditional Formatting with Formulas in Excel
IPD113

Hours: In Class 3 Clinical 0 Total 3

Description

So you want to be able to find information based on different criteria like dates for deadlines, at-risk items or budget items? Learn how easy conditional formatting is to use and apply specific formatting to cells that meet certain criteria. It is most often used as color-based formatting to highlight, emphasize, or differentiate among data and information stored in a spreadsheet. You will locate, sort and remove duplicates, create drop-down lists to instantly find and highlight records on any worksheet. You will find text contained in larger text entries, locate and highlight records by date and date ranges, highlight top and bottom ranking records by value and percentage. You will trace values above or below average, apply data bars, color scales and icon sets to your data.

Why learn it?

Conditional formatting is a fantastic way to quickly visualize data in a spreadsheet. With conditional formatting, you can do things like highlight dates in the next 30 days, flag data entry problems, highlight rows that contain top customers, show duplicates, and more.

Prerequisites

IPD110 Excel 2019 Essentials or basic Excel knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Books

Conditional Formatting with Formulas

- ISBN: 978-0-692339-83-1 (Included)

Learning Objectives

- Explore more indepth options for formulas
- Utilize functions to locate, sort, and remove formatting and formulas
- Create drop down lists for searching and finding within a worksheet.
- Locate and highlight records by date and date ranges
- Apply data bars, color scales and icon sets to your data.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request. Students are expected to attend class and participate in class discussions and activities.



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Students must be on time and meet the attendance policy set for this class which is 80% attendance.