

Using conditional formatting

DATA VISUALIZATION IN SPREADSHEETS



Raina Hawley

Owner/Instructor - OzGrid Business Applications

Creating a simple rule

	L	M	N	O	P	Q	R
	Why do people come to Australia?						
		Reason for journey	Sep-2017	Oct-2017	Nov-2017	Dec-2017	TOTAL
1		Holiday	307,200	355,300	377,500	481,400	2,511,600
2		Visiting friends/re	199,200	203,900	231,000	420,100	1,581,300
3		Business	56,300	67,200	73,000	36,500	397,200
4		Education	28,000	37,100	24,000	24,600	285,900
5		Convention/confe	28,100	32,500	29,700	14,700	176,300
6		Other & not state	25,000	25,800	24,400	18,500	166,600
7		Employment	19,900	19,400	17,400	14,700	128,400

Conditional format rules


Single colourColour scale

Apply to range
N3:Q9

Format cells if...
Cell is not empty

Formatting style
Default

B*I*U~~S~~**A**



DoneCancel

Add another rule

Other rules

[illegible]

Using greater than

	Reason for journey	Sep-2017	Oct-2017	Nov-2017	Dec-2017	TOTAL
1	Holiday	307,200	355,300	377,500	481,400	2,511,600
2	Visiting friends/relatives	199,200	203,900	231,000	420,100	1,581,300
3	Business	56,300	67,200	73,000	36,500	397,200
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5	Convention/conference	28,100	32,500	29,700	14,700	176,300
6	Other & not stated	25,000	25,800	24,400	18,500	166,600
7	Employment	19,900	19,400	17,400	14,700	128,400

Conditional format rules

Single colourColour scale

Apply to range

N2:Q9

Format cells if...

greater than

50000

Formatting style

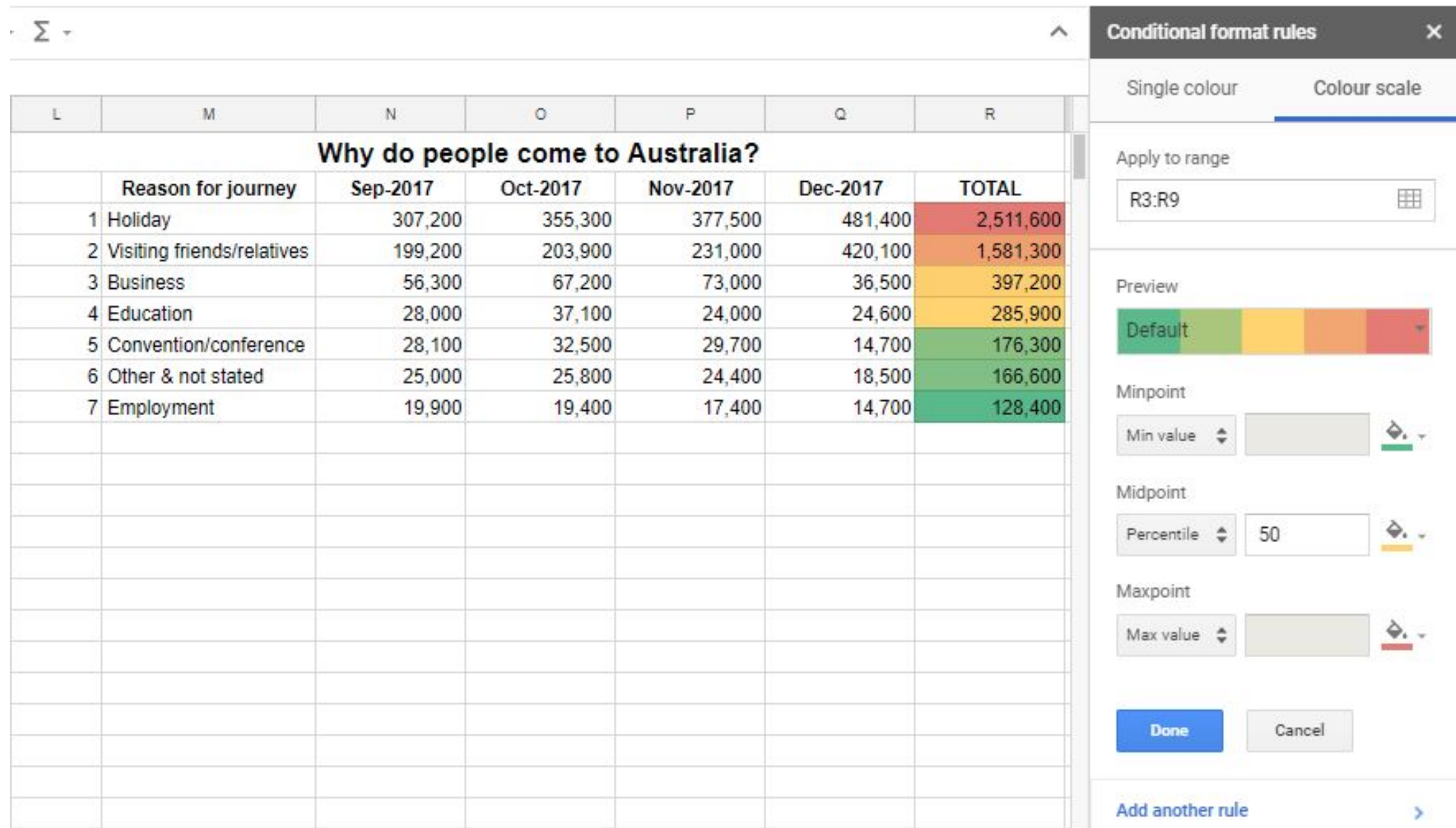
Default

B*I*U~~S~~A

DoneCancel

Add another rule

Using a color scale



More about rules

- Rule conflict
- Moving rules
- Editing rules
- Deleting rules

	Reason for journey	Sep-2017	Oct-2017	Nov-2017	Dec-2017	TOTAL
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Conditional format rules

Colour scale
R3:R9

Add new rule

Viewing all rules at once

							Conditional format rules	
							X	
L	M	N	O	P	Q	R		
Why do people come to Australia?								
	Reason for journey	Sep-2017	Oct-2017	Nov-2017	Dec-2017	TOTAL		
1	Holiday	307,200	355,300	377,500	481,400	2,511,600		
2	Visiting friends/relatives	199,200	203,900	231,000	420,100	1,581,300		
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6	Other & not stated	25,000	25,800	24,400	18,500	166,600		
7	Employment	19,900	19,400	17,400	14,700	128,400		
							Add new rule +	

Colour scale
R3:R9

123

Value is greater than
50000
N3:Q9

Time to practice!

DATA VISUALIZATION IN SPREADSHEETS

Formulas and tidying up the dashboard

DATA VISUALIZATION IN SPREADSHEETS



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Some common uses for formulas

- Highlight a row that meets a certain condition, rather than a cell
- Comparing lists and values
- Highlight duplicates and discrepancies
- Highlight specific number or text entry
- Highlight alternate rows
- Enable the use of a dynamic named range
- Find errors and blanks

Highlight a row using a formula

Why do people come to Australia?						
	Reason for journey	Sep-2017	Oct-2017	Nov-2017	Dec-2017	TOTAL
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6	Other & not stated	25,000	25,800	24,400	18,500	166,600
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Conditional format rules

Single colour

Colour scale

Apply to range

N3:Q9

Format cells if...

Custom formula is

=SR3<200000

Formatting style

Custom

B

I

U

\$

A

...

Highlight duplicates

Conditional format rules ✕

N	O	P	Q	R	S	T
Why do people come to Australia?						
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2	Convention/conference	28,100	32,500	29,700	14,700	176,300
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Single colour

Colour scale

Apply to range

S3:S9

Format rules

Format cells if...

Custom formula is

=countif(\$S:\$S,S3)>1

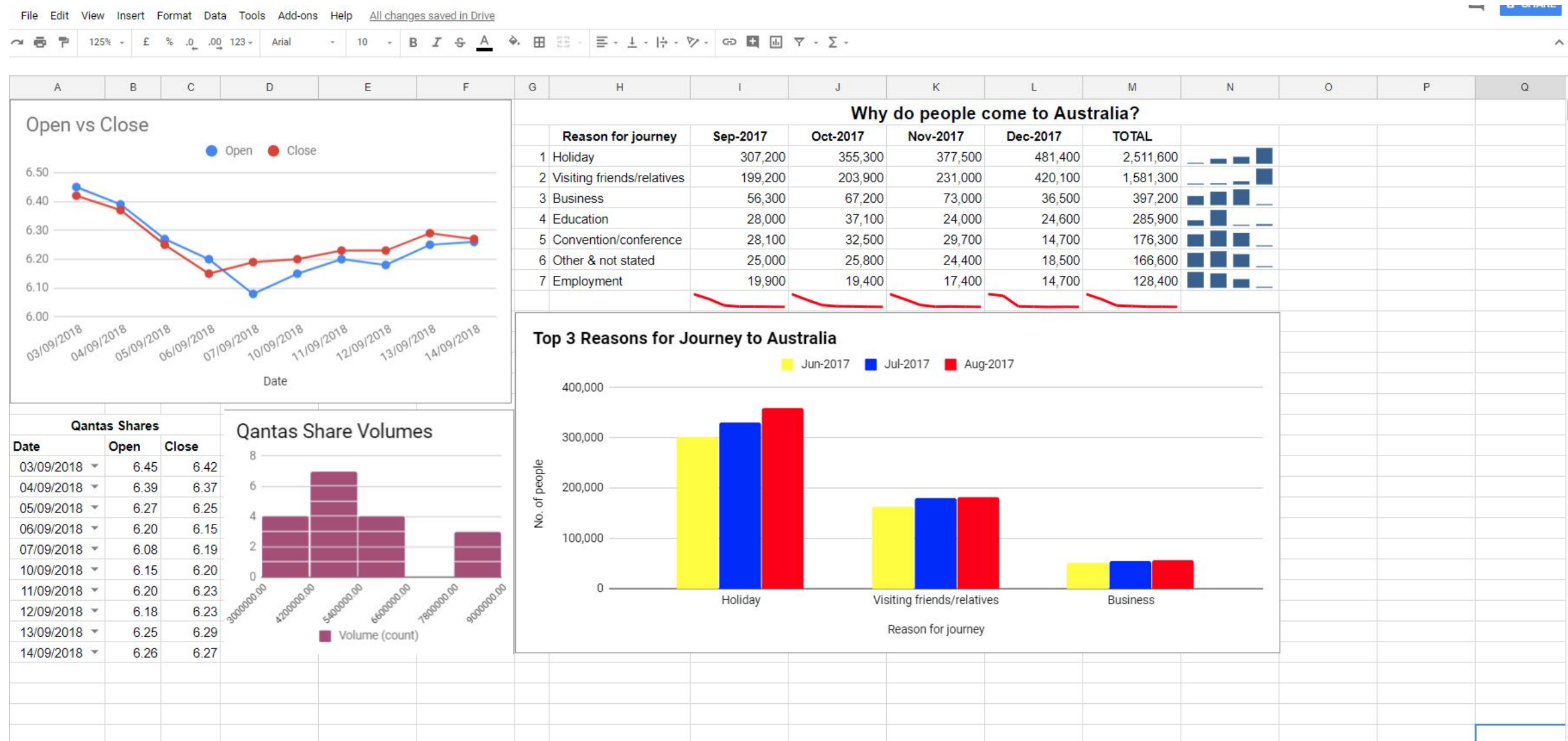
Formatting style

Custom

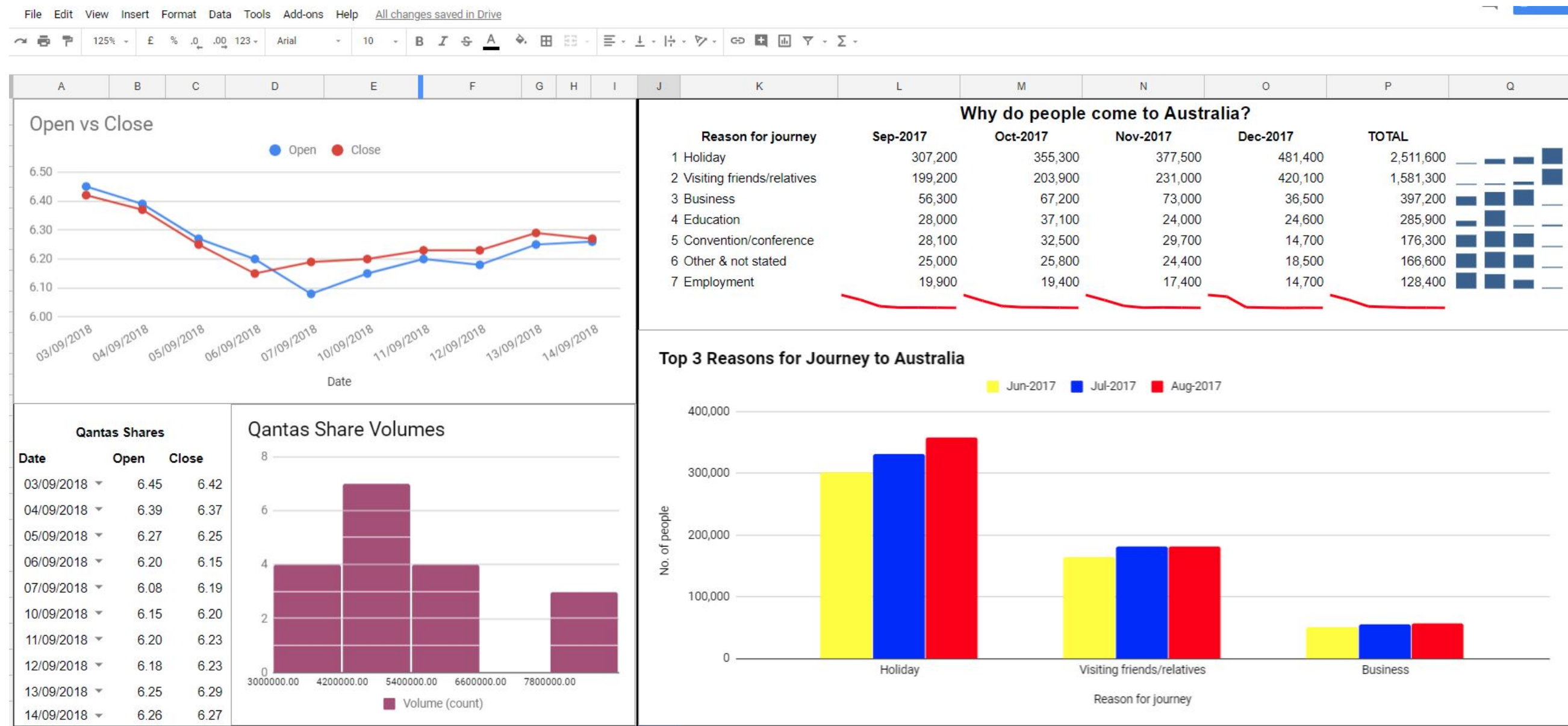
Wildcard characters

Σ					Conditional format rules	
G	H	I	J		123	Text contains "M?2" G2:G11
Product Numbers					123	Text contains "M??2" H2:H11
M12	M12	M12				
M1345	M1345	M1345				
M12345	M12345	M12345				
M123456	M123456	M123456				
M123B	M123B	M123B				
M5423	M5423	M5423				
M1256	M1256	M1256				
M2435	M2435	M2435				
M1345A	M1345A	M1345A				
M123	M123	M123				
Text contains M?2	Text contains M??2	Text contains M*2			Add new rule +	

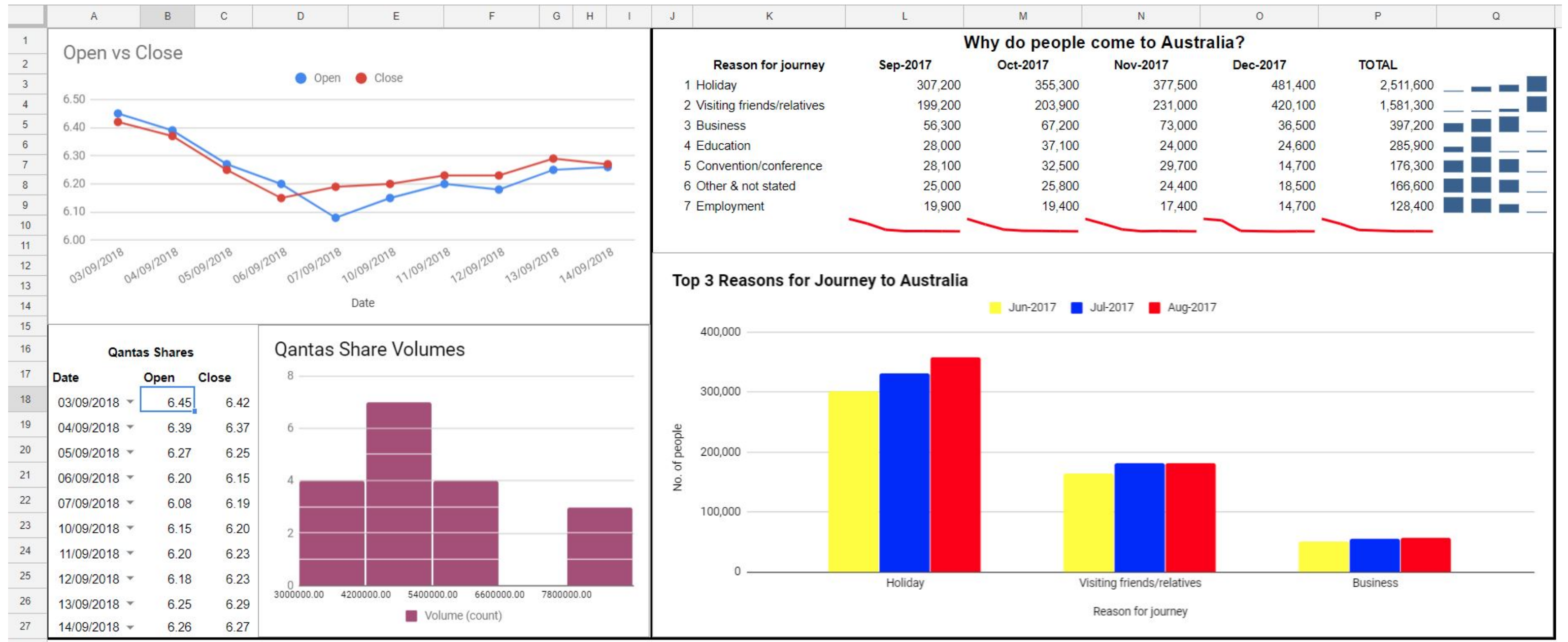
Tidying up the dashboard



What else should you do?



Hiding the toolbars



Practice time!

DATA VISUALIZATION IN SPREADSHEETS

Congratulations

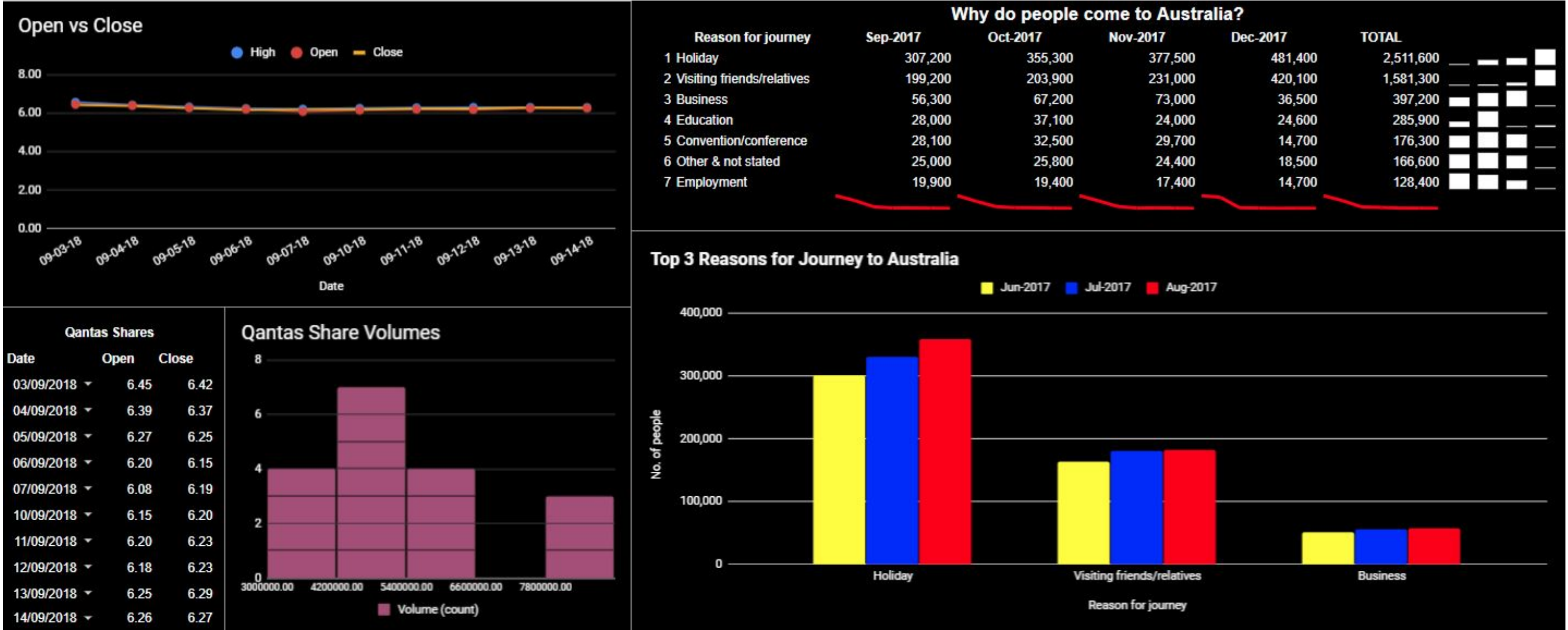
DATA VISUALIZATION IN SPREADSHEETS



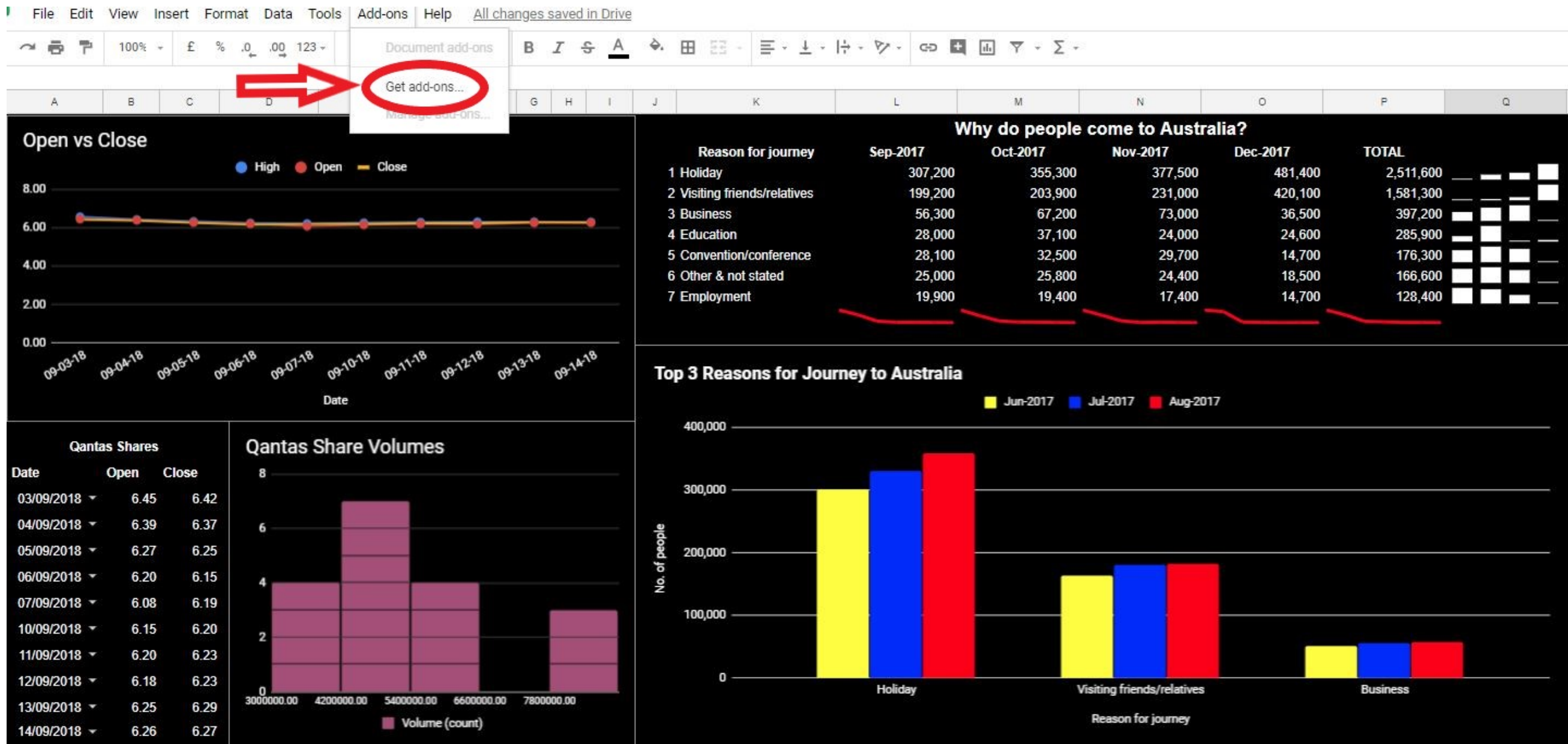
Raina Hawley

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Summary



Next steps



Thank you!

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