MACQUARIE University
SYDNEY · AUSTRALIA
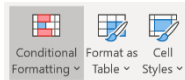
This handy quick reference covers the main topics from Week 1: Conditional Formatting, Macros, Sparklines and Custom Number Formats.

CONDITIONAL FORMATS

Conditional formatting changes the way a cell looks if it meets certain criteria. To apply, select the cells, go to the Home ribbon and click Conditional Formatting.

Highlight Cell Rules	Value Based Formatting Rules
Greater Than	All values under a specified value
Less Than	All values over a specified value
Between	All values between two specified values (inclusive)
Equal to	All values equal to a specified value
Text that Contains	Text that contains specific characters
A Date Occurring	Yesterday, Today, Tomorrow, In the last 7 days, Last/This/Next week, Last/This/Next Month
Duplicate Values	All values where the value occurs more than once
Top/Bottom Rules	Value Based Formatting Rules
Top 10 Items	The top n items where n is a number you provide
Top 10 %	The top n % of items where n is a number you provide
Bottom 10 Items	The bottom n items where n is a number you provide
Bottom 10 %	The bottom n % of items
Above Average	All numbers below the average
Below Average	All numbers above the average
Data Bars	Trend based format shows a bar that represents the size of the value compared to the rest of the data
Color Scales	Trend based format applies an icon that represents the size of the value compared to the rest of the data
Icon Sets	Trend based format applies a colour that represents the size of the value compared to the rest of the data

Formatting a row with Conditional Formatting:
When applying conditional formatting, you can use formulas that reference other cells. You can use this to format an entire row based on the values in one column. Select all cells where format may apply, select New Rule > Formula and apply a mixed reference, e.g. **$B3**.

RECORDED MACROS

1. Enable the Developer Tab: File > Options > Customise Ribbon
2. Click Record Macro
3. Enter macro name and optional shortcut
4. Perform actions you want to automate
5. Click Stop recording
6. To run, click Macros > Run (or shortcut)
7. To view/edit code click Visual Basic button or Alt+F11

Start with Sub	`Sub ACT()`
Comment	`' Keyboard Shortcut: Ctrl+Shift+A`
Select a cell	`Range("K1").Select`
Change value in active cell	`ActiveCell.FormulaR1C1 = "ACT"`
	`Range("B4").Select`
Finish with End Sub	`End Sub`

CUSTOM NUMBER FORMATS

Allow us to customise how numbers display. To apply a custom number format, first select cell(s) to be formatted then type Ctrl+1, select Numbers > Custom and type in the new format. Each format can have up to four sections, separated with semi-colons as follows:

❶ ❷ ❸ ❹
[Blue]0.00 ; [Color26]-0.00 ; 0"mm" ; @" sales"

This will format different values differently:

	Before	After
1. Will apply to positive numbers	56.3222	56.32
2. Will apply to negative numbers	-56.3222	-56.32
3. Will apply to zero values	0	0mm
4. Will apply to text values	Q1	Q1 sales

You are not limited to these ranges, you can apply your own, e.g.: [>100][Magenta]♥; will show values >100 as ♥ and <=100 as blank cells.

SPARKLINES

Tiny charts that fit in a cell. 3 options on Insert ribbon

Line   Column   Win/Loss
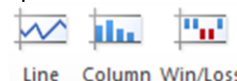
SHORTCUTS

SHORTCUTS	⊞	⌘
Format Cells	Ctrl+1	⌘+1
Macro dialog	Alt+F8	Option+F8
VBA Editor	Alt+F11	Option+F11

CUSTOM NUMBER COLOUR CODES

1 ▲▼		29 ▲▼	
2 ▲▼		30 ▲▼	
3 ▲▼		31 ▲▼	
4 ▲▼		32 ▲▼	
5 ▲▼		33 ▲▼	
6 ▲▼		34 ▲▼	
7 ▲▼		35 ▲▼	
8 ▲▼		36 ▲▼	
9 ▲▼		37 ▲▼	
10 ▲▼		38 ▲▼	
11 ▲▼		39 ▲▼	
12 ▲▼		40 ▲▼	
13 ▲▼		41 ▲▼	
14 ▲▼		42 ▲▼	
15 ▲▼		43 ▲▼	
16 ▲▼		44 ▲▼	
17 ▲▼		45 ▲▼	
18 ▲▼		46 ▲▼	
19 ▲▼		47 ▲▼	
20 ▲▼		48 ▲▼	
21 ▲▼		49 ▲▼	
22 ▲▼		50 ▲▼	
23 ▲▼		51 ▲▼	
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27 ▲▼		55 ▲▼	
28 ▲▼		56 ▲▼	