

Excel

Advance Features in Excel

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To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-excel/docs/advance-features.html>

Conditional Formatting

Conditional formatting is a feature in Microsoft Excel that allows you to highlight cells based on specific conditions. You can use it to make patterns and trends in your data more apparent. For example, you can use conditional formatting to highlight cells that contain values which meet a certain condition, such as cells that contain a value greater than 100.

See also:

- [Use conditional formatting to highlight information - Microsoft Support](#)
- [Download: Conditional formatting examples in Excel](#)
- [Conditional Formatting - Excel Easy](#)

Data Validation

Data validation is a feature in Microsoft Excel that allows you to restrict the type of data or the values that users enter into a cell. You can use data validation to create a dropdown list, restrict the length of the text, or limit the cell to accept only whole numbers or decimal numbers, among other things.

- [Video Tutorial: Apply data validation to cells - Microsoft Excel](#)
 - [Download a sample data workbook](#)

See also:

- [Apply data validation to cells - Microsoft Support](#)
- [More on data validation - Microsoft Support](#)
- [Excel Data Validation Guide - EXCELJET](#)

PivotTable

- PivotTable is a powerful feature in Microsoft Excel that allows you to summarize, analyze, and present data in a meaningful way.
- It enables you to extract insights from large datasets by creating a summary table that aggregates, groups, and filters data based on your requirements.
- [Video Tutorial: Create a PivotTable in excel](#)
 - [Download a sample data workbook](#)

See also:

- [Create a PivotTable to analyze worksheet data - Microsoft Support](#)
- [Overview of PivotTables and PivotCharts - Microsoft Support](#)

True/False (Mark T for True and F for False)

Multiple Choice (Select the best answer)

Exercises

Review Questions

References

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