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

[Youtube Playlist to learn excel](#)

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

Repeat specific rows or columns on every printed page

Repeating rows or columns on every printed page, also known as setting print titles, can be helpful when you have a large worksheet that spans multiple pages. This ensures that your headers or labels are always visible on each page, making it easier to read and understand your data.

- Video Tutorial:Repeat specific rows or columns on every printed page
  - Download a sample data workbook

See also:

- Repeat specific rows or columns on every printed page

Set or clear a print area on a worksheet

A print area is one or more ranges of cells that you designate to print when you don't want to print the entire worksheet. When you print a worksheet after defining a print area, only the print area is printed. You can add cells to expand the print area as needed, and you can clear the print area to print the entire worksheet. [^1]

- Video Tutorial: Set or clear a print area on a worksheet
  - Download a sample data workbook

See also:

- Set or clear a print area on a worksheet - Microsoft Support

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

Multiple Choice (Select the best answer)

Exercises

Review Questions

References

[^1]: Set or clear a print area on a worksheet - Microsoft Support

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