



Lecture 2
Third stage
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Conditional format

- To find largest values in the table

Conditional format → highlight cell Rules → greater than (50)



New Microsoft Excel Worksheet (3) - Excel

FILE HOME INSERT LAYOUT REFERENCE SENTINEL DATA REVIEW VIEW LOAD TEST TEAM

Conditional Formatting → Highlight Cells Rules → Greater Than...

Greater Than

Format cells that are GREATER THAN:

50 with Light Red Fill with Dark Red Text

OK Cancel

			22	40
			19	50
			16	60
			13	70
			10	80
			7	90
			4	100

			22	
			19	
			16	60
			13	70
			10	80
			7	90
			4	100

- To find the value that equal to(10) in the table

Conditional format → highlight cell Rules → equal to(10)

New Microsoft Excel Worksheet (3) - Excel

REVIEW VIEW LOAD TEST TEAM

Conditional Formatting | Format as Table | Cell Styles

Equal To

Format cells that are EQUAL TO:

10

with

Light Red Fill with Dark Red Text

OK

Cancel

22	40
19	50
16	60
13	70
10	80
7	90
4	100

Conditional Formatting | Format as Table | Cell Styles

Greater Than...
Less Than...
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...

22	40
19	50
16	60
13	70
10	80
7	90
4	100

• To find the text in table /for example

Find the students who passed in the table

Conditional format → highlight cell Rules → text that contain (ناجح)

The screenshot shows the Excel ribbon with the 'Conditional Formatting' dropdown menu open. The 'Text that Contains...' option is highlighted in green. Below the ribbon, a table of student data is visible, with the cell containing '10' highlighted in red.

حالة الطالب			
ناجح	22		
راسب	19		
ناجح	16	60	
راسب	13	70	
ناجح	10	80	
راسب	7	90	
ناجح	4	100	

The screenshot shows the Excel ribbon with the 'Conditional Formatting' button highlighted by a black arrow. The ribbon also shows 'Wrap Text', 'Merge & Center', and 'Number' options.

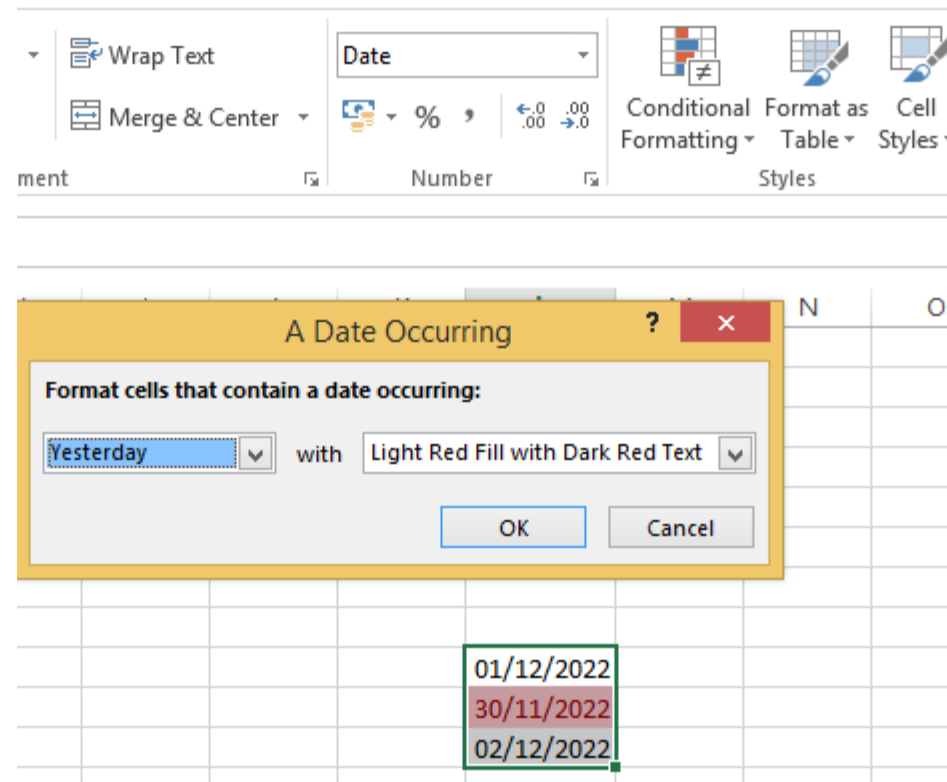
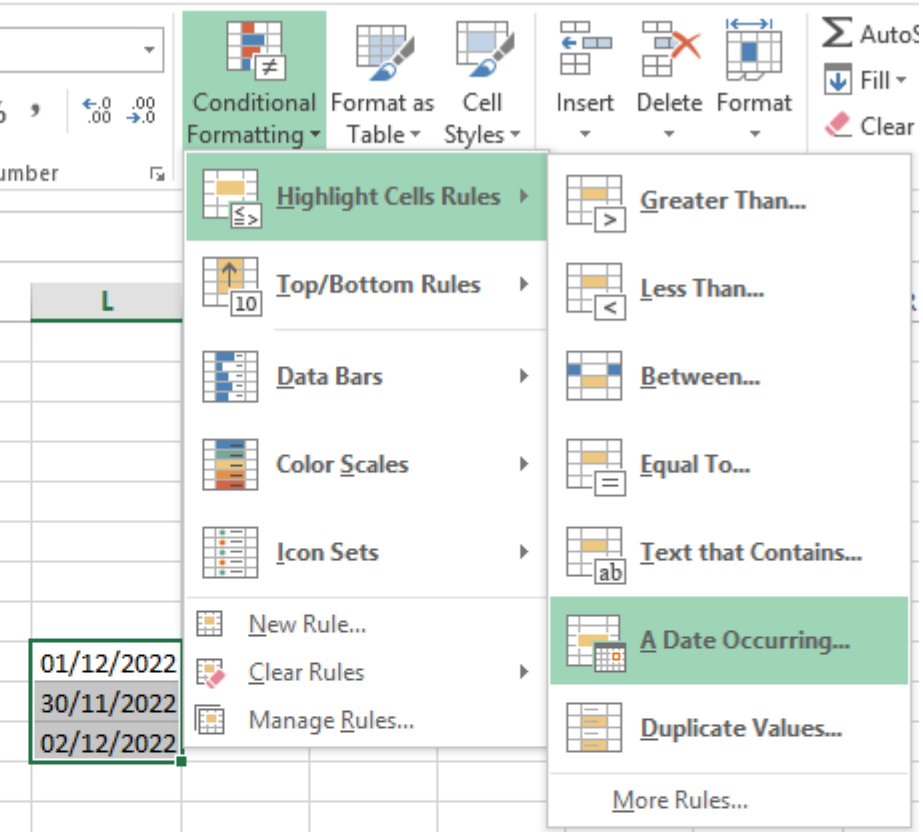
The screenshot shows the 'Text That Contains' dialog box. The text 'ناجح' is entered in the input field, and the format is set to 'Light Red Fill with Dark Red Text'. The dialog box is overlaid on a table of student data.

حالة الطالب			
ناجح	22	40	
راسب	19	50	
ناجح	16	60	
راسب	13	70	
ناجح	10	80	
راسب	7	90	
ناجح	4	100	

• To find the date in table /for example

Find the date of yesterday in table ?

Conditional format → highlight cell Rules → date occurring



To find the duplicate value in the table

Conditional format → highlight cell Rules → duplicate value

The screenshot shows the Excel ribbon with the 'Conditional Formatting' menu open. The 'Duplicate Values...' option is highlighted in green. Below the ribbon, a table of student data is visible, with the '70' value in the 'Score' column highlighted in red.

حالة الطالب	Score	Grade
ناجح	22	40
راسب	19	50
ناجح	16	60
راسب	13	70
ناجح	10	80
راسب	7	90
ناجح	4	100

The screenshot shows the 'Duplicate Values' dialog box in Excel. The 'Format cells that contain:' dropdown is set to 'Duplicate', and the 'values with' dropdown is set to 'Light Red Fill with Dark Red Text'. The 'OK' button is highlighted. Below the dialog box, the same table of student data is shown, with the '70' value in the 'Score' column highlighted in red. A green speech bubble points to the '70' value with the text 'تم إيجاد القيم المتكرر ه (70)'. The '70' value in the 'Score' column is also highlighted in red.

حالة الطالب	Score	Grade
ناجح	22	40
راسب	19	50
ناجح	16	60
راسب	70	70
ناجح	70	80
راسب	7	90
ناجح	4	100

• To find highest value in table

Conditional format → top/bottom rules → top 10 items

إيجاد اعلى قيم 10

إيجاد اعلى 3 قيم

22		40
19		50
16	60	60
70	70	70
70	80	80
7	90	90
4	100	100

• To find smallest values in the table

Conditional format → top/bottom rules → bottom 10 items

Conditional Formatting

Highlight Cells Rules

Top/Bottom Rules

Bottom 10 Items...

Data Bars

Color Scales

Icon Sets

New Rule...

Clear Rules

Manage Rules...

22	
19	
16	60
70	70
70	80
7	90
4	100

Format Bottom 10 Items

Format items that rank in the BOTTOM:

2 with Light Red Fill with Dark Red Text

OK Cancel

تم إيجاد اصغر قيمتين في الجدول

			22	40
			19	50
			16	60
			70	70
			70	80
			7	90
			4	100

Conditional format

Conditional format → clear rules

File

Help

The screenshot shows the Microsoft Excel ribbon with the 'Conditional Formatting' group selected. The 'Conditional Formatting' dropdown menu is open, showing options: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules (highlighted), and Manage Rules... The 'Clear Rules' dropdown is also open, showing options: Clear Rules from Selected Cells, Clear Rules from Entire Sheet (highlighted), Clear Rules from This Table, and Clear Rules from This PivotTable. The ribbon also shows 'Format as Table', 'Cell Styles', 'Insert', 'Delete', 'Format', 'AutoSum', 'Fill', 'Clear', 'Sort', and 'Filter' groups. The background shows a grid with columns P, Q, R, and S.

مسح التنسيقات من الخلايا المحدده

مسح التنسيق ات من كامل الصفح ة

Format as table

- Quickly convert a range of cells to table with its own style

The screenshot shows the Microsoft Excel interface. The 'Format as Table' ribbon is active, displaying various table styles categorized into 'Light', 'Medium', and 'Dark'. The 'Light' category is currently selected. In the background, a data table is visible in columns J and K, with the following values:

J	K
22	40
19	50
16	60
70	70
70	80
7	90
4	100

Cell style

- Instead of manually formatting cells, you can use pre-designed cell styles from excel . Cell patterns

The screenshot shows the Microsoft Excel ribbon with the 'Cell Styles' dropdown menu open. The ribbon includes the following options: Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, and Find & Select. The Cell Styles dropdown menu is open, displaying various categories of styles:

- Good, Bad and Neutral**
 - Normal
 - Bad
 - Good
 - Neutral
- Data and Model**
 - Calculation
 - Check Cell
 - Explanatory ...
 - Followed Hy...
 - Hyperlink
 - Input
 - Linked Cell
 - Note
 - Output
 - Warning Text
- Titles and Headings**
 - Heading 1
 - Heading 2
 - Heading 3
 - Heading 4
 - Title
 - Total
- Themed Cell Styles**
 - 20% - Accent1
 - 20% - Accent2
 - 20% - Accent3
 - 20% - Accent4
 - 20% - Accent5
 - 20% - Accent6
 - 40% - Accent1
 - 40% - Accent2
 - 40% - Accent3
 - 40% - Accent4
 - 40% - Accent5
 - 40% - Accent6
 - 60% - Accent1
 - 60% - Accent2
 - 60% - Accent3
 - 60% - Accent4
 - 60% - Accent5
 - 60% - Accent6
 - Accent1
 - Accent2
 - Accent3
 - Accent4
 - Accent5
 - Accent6
- Number Format**
 - Comma
 - Comma [0]
 - Currency
 - Currency [0]
 - Percent

At the bottom of the dropdown menu, there are two options: **New Cell Style...** and **Merge Styles...**

Thank you