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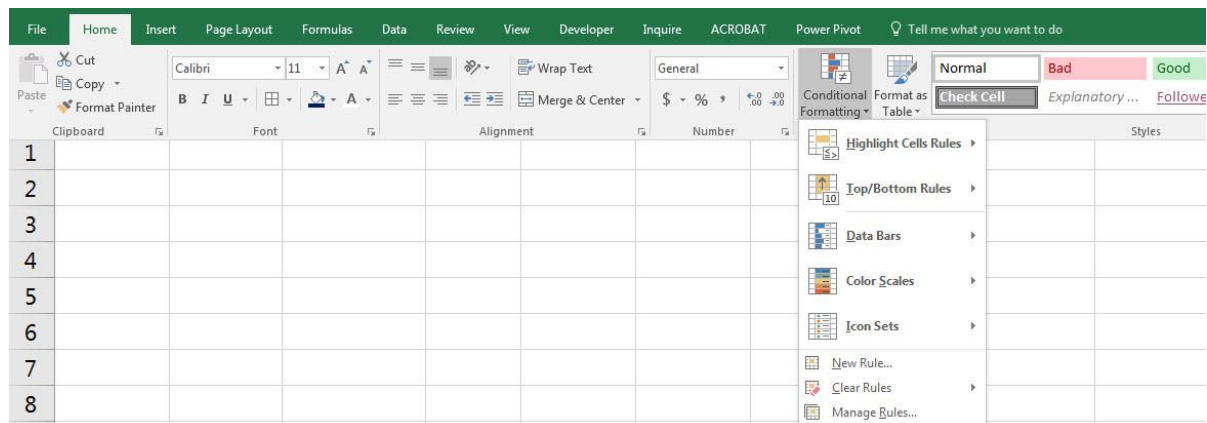
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Conditional Formatting

- 1) Conditional Formatting for cells in a highlighted range requires a logical test that comes out TRUE or FALSE.
 - TRUE = Cell gets Formatting.
 - FALSE = Cell NOT get Formatting.
- 2) Conditional Formatting can be applied to cells with:
 - Built-in features like:
 1. Contains a value
 2. Top 3 values
 3. Above Average
 4. Data Bars
 5. Color Scales (Heat Map)
 6. Icons
 - Logical Formulas:
 1. Highlight Row (Record) where cell contains a value.
 2. Highlight Row (Record) where sales are below average.
 3. Highlight Records that contain the top 3 values.
 4. Format Whole Column Based on a condition.
 5. Format with complex criteria (AND Logical Test).
 6. Format with complex criteria (OR Logical Test).
 7. Format Weekends and Holidays.
 8. Format items NOT in List.

Apply Conditional Formatting:

- 1) Home Ribbon Tab, Styles group, Conditional Formatting button:



- 2) Keyboards:

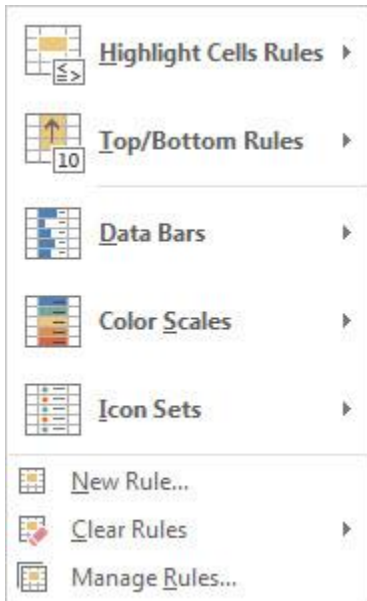
- Keyboard for New Format Rule dialog box:
Alt, H, L, N
- Keyboard for Manage Rule dialog box:
Alt, O, D
- Keyboard to delete rule:
Alt, O, D, D, Enter
- Keyboard to get to "Format values where this formula is true":
 1. Alt, H, L, N, PageDown, Tab

Built-in features to Conditional Formatting

Steps:

- 1) Highlight cells
- 2) Home Ribbon Tab, Styles group, Conditional Formatting button
- 3) Select Rule
- 4) Choose formatting

Built-in Conditional Formatting Options:



Logical Formulas:

- 1) Logical Formulas are formulas that evaluate to TRUE or FALSE
- 2) For Conditional Formatting:
 - Formatting IS Applied when the formula evaluates to:
 1. TRUE
 2. Any non-zero number
 - Formatting is NOT Applied when the formula evaluates to:
 1. FALSE
 2. Zero
 3. Error
- 3) When you use Logical Formulas to apply Conditional Formatting:
 - Formula has to calculate in every cell in the range!!!
 - Rule to minimize calculation time:
 1. Choose formulas that calculate quickly.
 2. Use Helper Cells for sub-calculations so that the Conditional Formatting Logical Formula don't have to run the sub-calculation in every cell in the Conditional Formatting range.
- 4) Array Formulas work in the Conditional Formatting dialog box (without using Ctrl + Shift + Enter), but should be avoided if overall spreadsheet calculation time is an issue.

Steps in Creating Conditional Formatting with Formulas:

- 1) Highlight the range of cells. Make a mental note of which cell is the active cell in the highlighted
- 2) range. (The active cell is the light-colored cell.)
- 3) Open the Conditional Formatting Rules Manager dialog (from the Home Ribbon tab, select the Styles group and then select Manage Rules from the Conditional Formatting drop-down).
- 4) Open the New Formatting Rule dialog box (by clicking the New Rule button).
- 5) Select Use a Formula to Determine Which Cells to Format from the "Select a Rule Type" list.
- 6) Click the Format Values Where This Formula Is True text box.
- 7) Create your formula from the point of view of the active cell in the highlighted range. That is, build the formula as if you were placing it into the active cell and then copying it down and over. Remember, whatever the conditional test is that you are creating must be evaluated for each cell to determine whether each cell in the range gets the formatting. So, even if the formula is not actually going into the active cell, the dialog box will copy it throughout the range in memory as if the formula were in the cells in the highlighted range.
- 8) Click the Format button and select any combination of formatting you want from the four tabs (Number, Font, Border, and Fill).
- 9) Click OK in the Format Cells dialog box.
- 10) Click OK in the New Formatting Rule dialog box.
- 11) Click OK in the Conditional Formatting Rules Manager dialog box.

Conditional Formatting is Volatile: it Recalculates Often and can Slow Overall Spreadsheet Calculation Time.

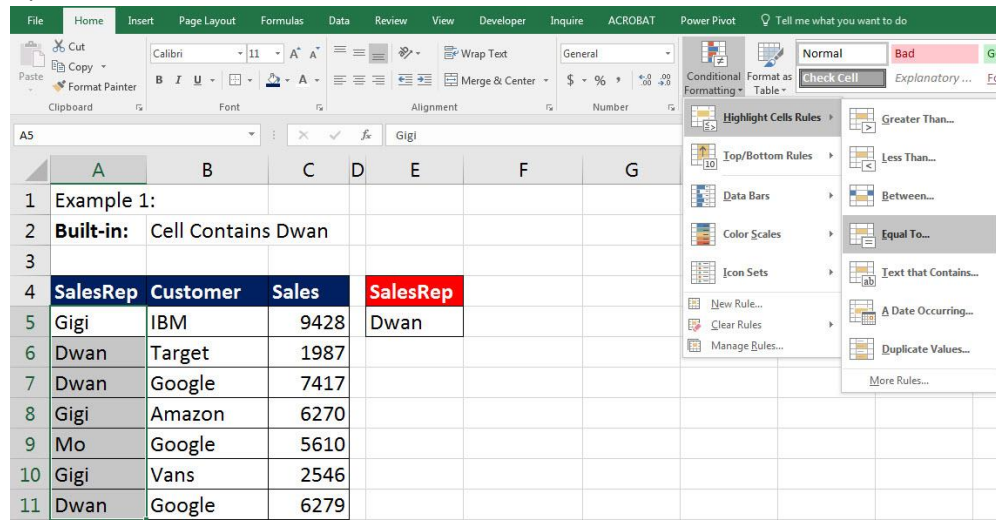
- 1) Conditional Formatting is **recalculated** for cells that are visible on the screen
 - Large screens have more cells to calculate than small screens.
 - Zoomed out has more cells to calculate than zoomed in.
 - Scrolling up or down causes Conditional Formatting to recalculate.
- 2) Conditional Formatting is **recalculated** when actions occur such as:
 - Entering a formula.
 - Inserting a column.
 - Recalculating with the F9 key.
- 3) Conditional Formatting created with Logical Formulas slows down calculation in two ways:
 1. Recalculation (like scrolling or entering a formula)
 2. Formula has to calculate before formatting is applied.
- 4) When you use Logical Formulas to apply Conditional Formatting:
 - Choose formulas that calculate quickly
 - Use Helper Cells for sub-calculations so that the Conditional Formatting Logical Formula don't have to run the sub-calculation in every cell in the Conditional Formatting range.

Example 1: Built-in Feature: Cell Contains

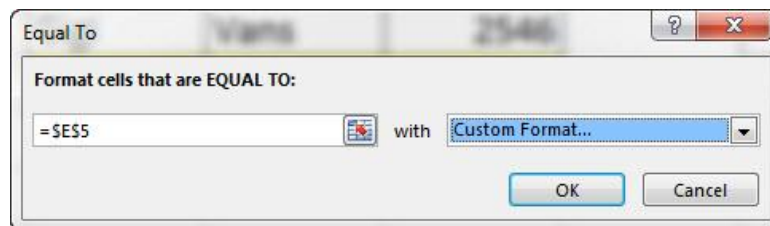
Visual Steps for using Built-in Conditional Formatting Feature

Steps:

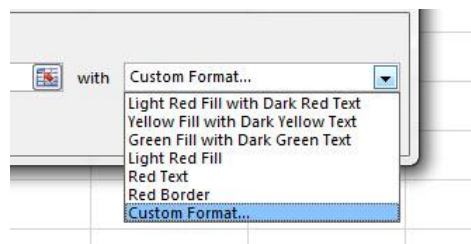
- 1) Highlight range and go to Home Ribbon Tab, Styles group, Conditional Formatting button, Highlight Cells Rule, Equal to:



- 2) Enter cell with criteria into Equals To dialog box:



- 3) You can change the default Formatting by clicking "with" textbox and choosing "Custom Format":



- 4) Result:

	A	B	C	D	E	F
1	Example 1:					
2	Built-in:	Cell Contains Dwan				
3						
4	SalesRep	Customer	Sales	SalesRep		
5	Gigi	IBM	9428	Dwan		
6	Dwan	Target	1987			
7	Dwan	Google	7417			
8	Gigi	Amazon	6270			
9	Mo	Google	5610			
10	Gigi	Vans	2546			
11	Dwan	Google	6279			

Example 2: Logical Formula: Highlight Row (Record) where cell contains a value.

Visual Steps for Conditional Formatting with a Formula.

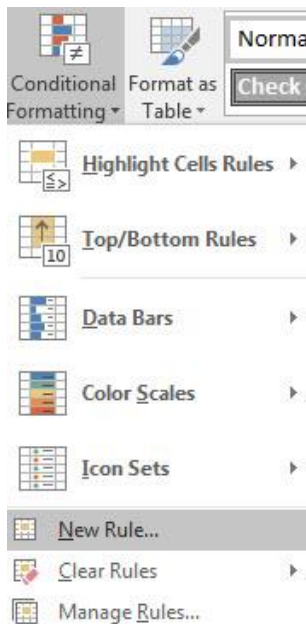
- 1) Start by building Formula in cells to test the pattern of TRUEs and FALSEs:

	E	F	G	H	I	J	K	L	M
1			Example 2:						
2			Formula: Format Whole Row When Record Contains Dwan						
3									
4		SalesRep	SalesRep	Customer	Sales				
5		Dwan	Gigi	IBM	9428		=G5=\$E\$5		FALSE
6			Dwan	Target	1987		TRUE	TRUE	TRUE
7			Dwan	Google	7417		TRUE	TRUE	TRUE
8			Gigi	Amazon	6270		FALSE	FALSE	FALSE
9			Mo	Google	5610		FALSE	FALSE	FALSE
10			Gigi	Vans	2546		FALSE	FALSE	FALSE
11			Dwan	Google	6279		TRUE	TRUE	TRUE

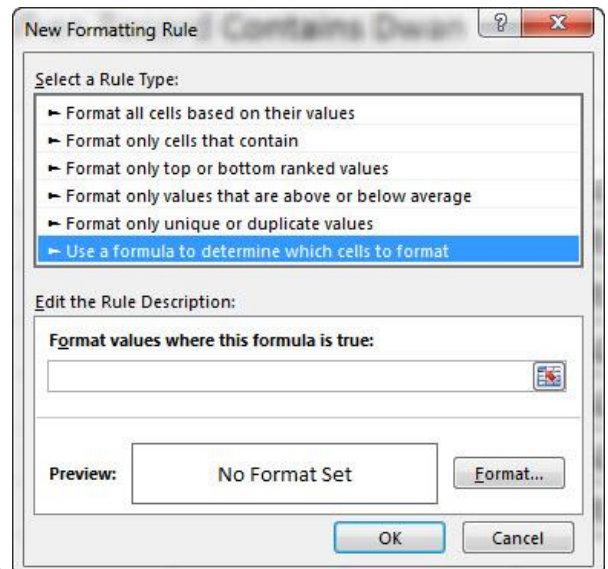
- 2) Highlight entire range and make sure the active cell is in the upper corner.

	E	F	G	H	I
1			Example 2:		
2			Formula: Format Whole Row W		
3					
4		SalesRep	SalesRep	Customer	Sales
5		Dwan	Gigi	IBM	9428
6			Dwan	Target	1987
7			Dwan	Google	7417
8			Gigi	Amazon	6270
9			Mo	Google	5610
10			Gigi	Vans	2546
11			Dwan	Google	6279

- 3) Home Ribbon Tab, Styles group, Conditional Formatting button, select New Rule (keyboard: Alt, H, L, N)



- 4) In the “New Formatting Rule” dialog box, select “Use a Formula to determine which cells to format”



5) Create your Logical Formula in the “Format values where this formula is true” text box.

	E	F	G	H	I	J	K	L	M
1			Example 2:						
2			Formula: Format Whole Row When						
3									
4		SalesRep	SalesRep	Customer	Sales				
5		Dwan	Gigi	IBM	9428				
6			Dwan	Target	1987				
7			Dwan	Google	7417				
8			Gigi	Amazon	6270				
9			Mo	Google	5610				
10			Gigi	Vans	2546				
11			Dwan	Google	6279				

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

=G5=\$E\$5

Preview: No Format Set

OK Cancel

6) Be sure to click Format Button and add the formatting you would like.

Edit the Rule Description:

Format values where this formula is true:

=G5=\$E\$5

Preview: AaBbCcYyZz

Format...

OK Cancel

7) Result:

3				
4	SalesRep	SalesRep	Customer	Sales
5	Dwan	Gigi	IBM	9428
6		Dwan	Target	1987
7		Dwan	Google	7417
8		Gigi	Amazon	6270
9		Mo	Google	5610
10		Gigi	Vans	2546
11		Dwan	Google	6279

Example 3: Built-in Feature: Below Average

The screenshot shows an Excel spreadsheet with a table of sales data. The table has columns for SalesRep, Customer, and Sales. The Sales column is highlighted in yellow, indicating the 'Below Average' conditional formatting rule is applied. The ribbon shows the 'Conditional Formatting' menu with 'Below Average' selected.

	A	B	C	D	E	F
1	Example 3:					
2	Built-in:	Below Average				
3						
4	SalesRep	Customer	Sales			
5	Gigi	IBM	44			
6	Dwan	Target	93			
7	Dwan	Google	91			
8	Gigi	Amazon	77			
9	Mo	Google	15			
10	Gigi	Vans	94			
11	Dwan	Google	40			

Example 4: Logical Formula: Highlight Row (Record) where sales are below average.

The screenshot shows an Excel spreadsheet with a table of sales data. The table has columns for SalesRep, Customer, and Sales. The Sales column is highlighted in yellow, indicating the 'Below Average' conditional formatting rule is applied. The 'Edit Formatting Rule' dialog box is open, showing the formula used for the rule.

	E	F	G	H	I	J	K
1	Example 4:						
2	Formula:	Format Whole Row When Sales Above					
3							
4	SalesRep	Customer	Sales				
5	Gigi	IBM	44				
6	Dwan	Target	93				
7	Dwan	Google	91				
8	Gigi	Amazon	77				
9	Mo	Google	15				
10	Gigi	Vans	94				
11	Dwan	Google	40				

Edit Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$G5 < AVERAGE(\$G\$5:\$G\$11)

Preview: AaBbCcYyZz

OK Cancel

Note:

- AVERAGE function had to calculate in every cell!
- This can slow down calculation in spreadsheet if:
 1. Ranges are large.
 2. There are many formulas.
 3. There are many different types of conditional formatting.

Example 5: Built-in Feature: Top 3 values

	A	B	C	D	E	F	G
1	Example 5:						
2	Built-in:	Top 3					
3							
4	SalesRep	Customer	Sales				
5	Gigi	IBM	9428				
6	Dwan	Target	1987				
7	Dwan	Google	7417				
8	Gigi	Amazon	6270				
9	Mo	Google	5610				
10	Gigi	Vans	2546				
11	Dwan	Google	6279				

Example 6: Logical Formula: Highlight Records that contain the top 3 values

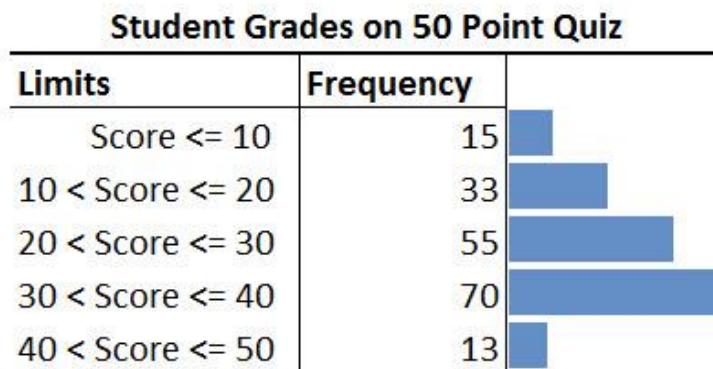
	E	F	G	H	I	J	K	L
1	Example 6:							
2	Formula:	Top 3, Whole Row			Top?	3		
3					3 value:	6279	=LARGE(\$G\$5:\$G\$11,J2)	
4	SalesRep	Customer	Sales					
5	Gigi	IBM	9428		=G5>=J\$3		TRUE	
6	Dwan	Target	1987		FALSE	FALSE	FALSE	
7	Dwan	Google	7417		TRUE	TRUE	TRUE	
8	Gigi	Amazon	6270		FALSE	FALSE	FALSE	
9	Mo	Google	5610		FALSE	FALSE	FALSE	
10	Gigi	Vans	2546		FALSE	FALSE	FALSE	
11	Dwan	Google	6279		TRUE	TRUE	TRUE	

Note:

- LARGE function does NOT have to calculate in every cell in the Conditional Formatting range.
- Advantage to using a helper cell to calculate sub-calculations is that when the spreadsheet recalculates, only one cell has to calculate the LARGE value.

Example 7: Built-in Feature: Data Bars

- 1) Data Bars creates an "In-Cell Bar Chart".
 - Max = Longest Bar.
 - Min = Shortest Bar.
- 2) Example:



Example 8: Built-in Feature: Color Scales (Heat Map)

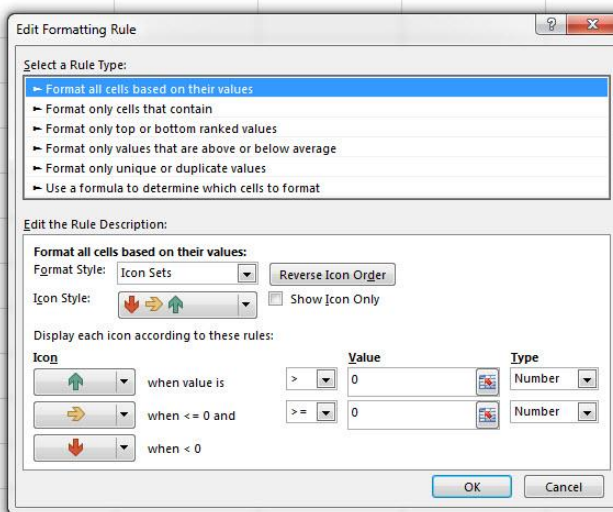
- 1) Color Scale = Ranks number by color.
- 2) 3 colors:
 - Red = bottom 1/3 of values, Darkest Red = Min.
 - White = middle 1/3 of values, White = Mid-point (Median).
 - Blue = top 1/3 values, Darkest Blue = Max.
- 3) Example:

Percentage Change in Sales from Last Year:												
City	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AZ, Phoenix	4%	5%	8%	9%	5%	7%	7%	4%	8%	2%	5%	9%
CA, LA	-12%	-12%	-13%	-12%	-14%	-13%	-12%	-11%	-14%	-13%	-15%	-14%
CA, Oakland	18%	14%	16%	16%	13%	13%	12%	13%	16%	12%	15%	11%
CA, San Jose	3%	14%	0%	11%	13%	7%	0%	9%	11%	6%	4%	4%
CA, SF	-3%	-4%	-4%	-5%	-7%	-3%	-6%	-3%	-3%	-5%	-7%	-2%
OR, Portland	2%	1%	2%	0%	-3%	2%	6%	0%	6%	-1%	4%	5%
WA, Bellingham	6%	6%	3%	0%	9%	5%	1%	5%	3%	1%	2%	6%
WA, Olympia	0%	-6%	-2%	4%	3%	2%	3%	3%	5%	5%	3%	2%
WA, Seattle	9%	-5%	-1%	8%	2%	7%	4%	4%	11%	-2%	4%	6%
WA, Tacoma	12%	16%	17%	16%	15%	16%	15%	13%	13%	15%	16%	16%

Example 9: Built-in Feature: Icons

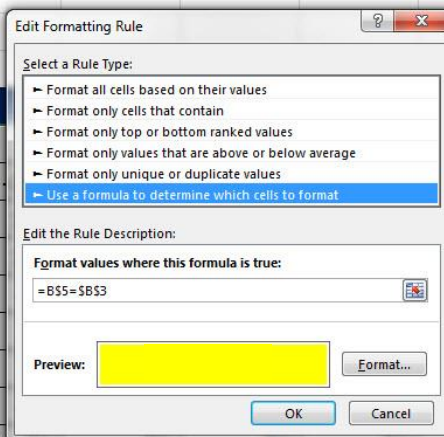
- 1) Icons = can divide numbers into 3, groups (Top, middle, bottom)
- 2) SIGN function delivers:
 - Delivers -1 when number is negative.
 - Delivers 0 when number is zero.
 - Delivers 1 when number is positive.
- 3) Example:

	A	B	C	D	E	F	G	H
1	Stock: Alphabet Inc. (GOOG)							
2				Icons = can divide numbers into 3, groups (Top, middle, bottom)				
3								
4	Date	Stock Price	Up Down?					
5	5/20/2016	709.74	↑	9.42				
6	5/19/2016	700.32	↓	-6.31				
7	5/18/2016	706.63	↑	0.4				
8	5/17/2016	706.23	↓	-10.26				
9	5/16/2016	716.49	↑	5.66				
10	5/13/2016	710.83	→	0				
11	5/12/2016	710.83	↓	-4.46				
12	5/11/2016	715.29	↓	-7.89				
13	5/10/2016	723.18	↑	10.28				
14	5/9/2016	712.9	↑	1.78				



Example 10: Logical Formula: Format Whole Column Based on a condition

	A	B	C	D	E	F	G	H	I
1	Example 10: Logical Formula: Format Whole Column Based on a condition								
2									
3	Month:	Jul							
4									
5	City	Jan	Feb				Jul	Aug	Sep
6	AZ, Phoenix	5%					7%	8.31%	5%
7	CA, LA	-11%					-12%	-10.88%	-10%
8	CA, Oakland	19%					14%	12.39%	14%
9	CA, San Jose	5%					9%	0.44%	11%
10	CA, SF	-2%					-2%	-4.75%	-2%
11	OR, Portland	3%					3%	7.01%	1%
12	WA, Bellingham	7%					6%	1.27%	6%
13	WA, Olympia	0%					3%	3.75%	5%
14	WA, Seattle	10%					9%	5.23%	5%
15	WA, Tacoma	13%					16%	16.81%	15%



Example 11: Logical Formula: Format with complex criteria (AND Logical Test)

1) AND Logical Test with AND function:

	SalesRep	Customer	Sales		SalesRep	Customer			
5	Gigi	IBM	9428		Dwan	Google		=AND(\$A5=\$E\$5,\$B5=\$F\$5)	
6	Dwan	Target	1987					FALSE	FALSE
7	Dwan	Google	7417					TRUE	TRUE
8	Gigi	Amazon	6270					FALSE	FALSE
9	Mo	Google	5610					FALSE	FALSE
10	Gigi	Vans	2546					FALSE	FALSE
11	Dwan	Google	6279					TRUE	TRUE

Example 12: Logical Formula: Format with complex criteria (OR Logical Test)

1) OR Logical Test with MATCH function (Is Item in List?):

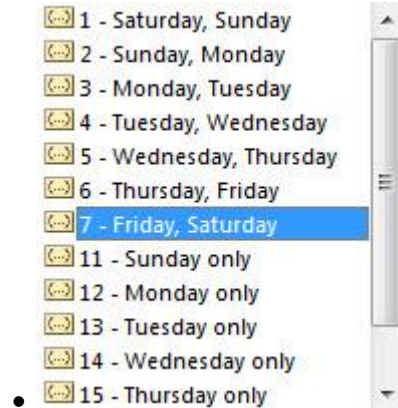
	A	B	C	D	E	F	G	H	I	J
1	Example 11: Logical Formula: Format with complex criteria (AND & OR Logical Tests)									
13										
14	SalesRep	Customer	Sales		Customer					
15	Gigi	IBM	9428		Google			=MATCH(\$B15,\$E\$15:\$E\$17,0)		
16	Dwan	Target	1987		Amazon			#N/A	#N/A	#N/A
17	Dwan	Google	7417		IBM			1	1	1
18	Gigi	Amazon	6270					2	2	2
19	Mo	Google	5610					1	1	1
20	Gigi	Vans	2546					#N/A	#N/A	#N/A
21	Dwan	Google	6279					1	1	1

Example 13: Logical Formula: Format Weekends and Holidays

1) NETWORKDAYS.INTL function counts working days:

- NETWORKDAYS.INTL(start_date , end_date , weekend , holidays)

- weekend argument drop-down list:



- Normally it will count the number of weekdays between a start and end date.
- But if you give it the same start and end date, the function can only deliver either a one (1), it is a weekday, or zero (0), it is a weekend or holiday.

2) Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Example 13: Logical Formula: Format Weekends and Holidays														
2															
3	Date	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM									Holidays
4	Sat, 5/21/16						=NETWORKDAYS.INTL(\$A4,\$A4,7,\$O\$4:\$O\$9)=0								5/30/2016
5	Sun, 5/22/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
6	Mon, 5/23/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
7	Tue, 5/24/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
8	Wed, 5/25/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
9	Thu, 5/26/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
10	Fri, 5/27/16						TRUE	TRUE	TRUE	TRUE	TRUE	TRUE			
11	Sat, 5/28/16						TRUE	TRUE	TRUE	TRUE	TRUE	TRUE			
12	Sun, 5/29/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			
13	Mon, 5/30/16						TRUE	TRUE	TRUE	TRUE	TRUE	TRUE			
14	Tue, 5/31/16						FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			

Example 14: Logical Formula: Format items NOT in List

	A	B	C	D	E	F	G
1	Example 14: Logical Formula: Format items NOT in List						
2			Is the book missing from our library shelves?				
3			Is item is List 2 NOT in List 1?				
4							
5	Books Counted In Inventory Count		Library Database List of ALL Books				
6	List 1		List 2				
7	The Da Vinci Code (Dan Brown)		The Stone Diaries (Carol Shields)		=ISNA(MATCH(C7,\$A\$7:\$A\$99,0))		
8	Pride and Prejudice (Jane Austen)		The Lord of the Rings: Two Towers (Tolkien)		FALSE		
9	To Kill A Mockingbird (Harper Lee)		The Da Vinci Code (Dan Brown)		FALSE		
10	Gone With The Wind (Margaret Mitchell)		The Bourne Identity (Robert Ludlum)		FALSE		
11	The Lord of the Rings: Fellowship of the Ring (Tolkien)		East of Eden (John Steinbeck)		TRUE		
12	The Lord of the Rings: Two Towers (Tolkien)		Angela's Ashes (Frank McCourt)		FALSE		
13	Anne of Green Gables (L.M. Montgomery)		Life of Pi (Yann Martel)		FALSE		
14	Outlander (Diana Gabaldon)		The Grapes of Wrath (John Steinbeck)		FALSE		
15	A Fine Balance (Rohinton Mistry)		Catch-22 (Joseph Heller)		FALSE		
16	Harry Potter and the Goblet of Fire (Rowling)		Bible		FALSE		
17	Angels and Demons (Dan Brown)		The Secret Garden (Frances Hodgson Burnett)		FALSE		
18	Harry Potter and the Order of the Phoenix (Rowling)		A Woman of Substance (Barbara Taylor Bradford)		FALSE		
19	Memoirs of a Geisha (Arthur Golden)		The Celestine Prophecy (James Redfield)		TRUE		
20	Harry Potter and the Philosopher's Stone (Rowling)		The Great Gatsby (Fitzgerald)		FALSE		

Further Reference for Conditional Formatting:

- 1) Highline Excel 2013 Class Video 40: Conditional Formatting Basic To Advanced 50 Examples

<https://www.youtube.com/watch?v=GRfe4bHsjhl>

- 2) Gantt Charts in Excel Playlist of Videos

<https://www.youtube.com/playlist?list=PLrRPvpgDmw0mgjYXj7j9r2N9ObRXY45tn>

Cumulative List of Keyboards Throughout Class:

- 1) **Esc Key**:
 - i. Closes Backstage View (like Print Preview).
 - ii. Closes most dialog boxes.
 - iii. If you are in Edit mode in a Cell, Esc will revert back to what you had in the cell before you put the Cell in Edit mode.
- 2) **F2 Key** = Puts formula in Edit Mode and shows the rainbow colored Range Finder.
- 3) **SUM Function: Alt + =**
- 4) **Ctrl + Shift + Arrow** = Highlight column (Current Region).
- 5) **Ctrl + Backspace** = Jumps back to Active Cell
- 6) **Ctrl + Z** = Undo.
- 7) **Ctrl + Y** = Undo the Undo.
- 8) **Ctrl + C** = Copy.
- 9) **Ctrl + X** = Cut.
- 10) **Ctrl + V** = Paste.
- 11) **Ctrl + PageDown** = expose next sheet to right.
- 12) **Ctrl + PageUp** = expose next sheet to left.
- 13) **Ctrl + 1** = Format Cells dialog box, or in a chart it opens Format Chart Element Task Pane.
- 14) **Ctrl + Arrow**: jumps to the bottom of the "Current Region", which means it jumps to the last cell that has data, right before the first empty cell.
- 15) **Ctrl + Home** = Go to Cell A1.
- 16) **Ctrl + End** = Go to last cell used.
- 17) Alt keyboards are keys that you hit in succession. Alt keyboards are keyboards you can teach yourself by hitting the Alt key and looking at the screen tips.
 - i. Create PivotTable dialog box: **Alt, N, V**
 - ii. Page Setup dialog box: **Alt, P, S, P**
 - iii. Keyboard to open Sort dialog box: **Alt, D, S**
- 18) **ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell DOWN.
- 19) **CTRL + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and keep cell selected.
- 20) **TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell RIGHT.
- 21) **SHIFT + ENTER** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell UP.
- 22) **SHIFT + TAB** = When you are in Edit Mode in a Cell, it will put thing in cell and move selected cell LEFT.
- 23) **Ctrl + T** = Create Excel Table (with dynamic ranges) from a Proper Data Set.
 - i. Keyboard to name Excel Table: **Alt, J, T, A**
 - ii. **Tab** = Enter Row Data into an Excel Table.
- 24) **Ctrl + Shift + ~ (`)** = General Number Formatting Keyboard.
- 25) **Ctrl + ;** = Keyboard for hardcoding today's date.
- 26) **Ctrl + Shift + ;** = Keyboard for hardcoding current time.
- 27) **Arrow Key** = If you are making a formula, Arrow key will "hunt" for Cell Reference.
- 28) **Ctrl + B** = Bold the Font
- 29) **Ctrl + * (on Number Pad)** or **Ctrl + Shift + 8** = Highlight Current Table.
- 30) **Alt + Enter** = Add Manual Line Break (Word Wrap)
- 31) **Ctrl + P** = Print dialog Backstage View and Print Preview
- 32) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:
 - i. **A1** = Relative
 - ii. **\$A\$1** = Absolute or "Locked"

- iii. **A\$1** = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
 - iv. **\$A1** = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)
- 33) **Ctrl + Shift + 4** = Apply Currency Number Formatting
- 34) **Tab key** = When you are selecting a Function from the Function Drop-down list, you can select the function that is highlighted in blue by using the Tab key.
- 35) **F9 Key** = To evaluate just a single part of formula while you are in edit mode, highlight part of formula and hit the F9 key.
- i. If you are creating an Array Constant in your formula: Hit F9.
 - ii. If you are evaluating the formula element just to see what that part of the formula looks like,
REMEMBER: to Undo with Ctrl + Z.
- 36) **Alt, E, A, A** = Clear All (Content and Formatting)
- 37) Evaluate Formula One Step at a Time Keyboard: **Alt, M, V**
- 38) Keyboard to open Sort dialog box: **Alt, D, S**
- 39) **Ctrl + Shift + L** = Filter (or **Alt, D, F, F**) = Toggle key for Filter Drop-down Arrows
- 40) **Ctrl + N** = Open New File
- 41) **F12** = Save As (Change File Name, Location, File Type)
- 42) Import Excel Table into Power Query Editor: **Alt, A, P, T**
- 43) **Ctrl + 1 (When Chart element in selected)**: Open Task Pane for Chart Element
- 44) **F4 Key** = If you are in Edit mode while making a formula AND your cursor is touching a particular Cell Reference, F4 key will toggle through the different Cell References:
- i. **A1** = Relative
 - ii. **\$A\$1** = Absolute or “Locked”
 - iii. **A\$1** = Mixed with Row Locked (Relative as you copy across the columns AND Locked as you copy down the rows)
 - iv. **\$A1** = Mixed with Column Locked (Relative as you copy down the rows AND Locked as you across the columns)
- 45) Keyboard to open Scenario Manager = **Alt, T, E**
- 46) **Ctrl + Tab** = Toggle between Excel Workbook File Windows
- 47) **Ctrl + Shift + F3** = Create Names From Selection
- 48) **Ctrl + F3** = open Name Manager
- 49) **F3** = Paste Name or List of Names
- 50) **Alt + F4** = Close Active Window
- 51) **Window Key + Up Arrow** = Maximize Active Window
- 52) **Ctrl + Shift + Enter** = Keystroke to enter Array Formulas that: 1) have a function argument that requires it, or 2) whether or not you are entering the Resultant Array into multiple cells simultaneously.
- 53) **Ctrl + /** = Highlight current Array
- 54) Data Validation Dialog Box: **Alt, D, L**
- 55) **F11** = Create Chart on a new sheet
- 56) **Alt + F11** = Create Chart on currently selected sheet.

New In This Video:

- 57) New Format Rule dialog box: **Alt, H, L, N**
- 58) Delete conditional Formatting Rule: **Alt, O, D, D**
- 59) Manage Rule dialog box keyboard: **Alt, O, D**
- 60) “Format values where this formula is true”: **Alt, H, L, N, PageDown, Tab**