

*Webinar on*

# **Using And Applying Conditional Formatting And Data Validation**

*Date : 11 March 2019*

# Areas Covered

## What is Conditional Formatting?

- Types of conditional formats*
- Highlighting cells rules*
- Applying data bars, color scales and icon sets*
- Removing conditional formatting*
- Modifying conditional formatting*
- Using the conditional formatting rules manager*
- Creating conditional formatting based on a formula*

## What is Data Validation?

- Using the data validation dialog box*
- Creating data validation criteria*
- Modifying and removing data validation*
- Creating an input message*
- Modifying the error message*
- Creating a drop-down list for data entry*
- Copying a drop-down list to multiple columns or rows*

This will  
make data  
entry easier,  
and reduce  
input errors  
and typing  
mistakes.

**PRESENTED BY:**

*Cathy Horwitz is an independent consultant specializing in Microsoft Office instruction. She has over 30 years of experience as a Microsoft Office instructor. Cathy is proficient in all levels of Excel, Word, PowerPoint, Outlook, and Access. Cathy holds a degree in Psychology and a Master in Business Administration degree with an emphasis in Human Resources.*

Date : 11 March 2019

Time : 01 : 00 PM EST

Duration : 60 Minutes

Price: \$149

# Webinar Description

With Conditional Formatting, we'll show you how massive amounts of data can be analyzed to visually emphasize relationships, find exceptions, and spot trends.

Conditional formatting can change the format of cells based on their values in multiple ways including font style, underline style, font color and fill color and more. Adding your own formula to a conditional formatting rule gives it a power boost to help you do things the built-in rules can't do. Data bars can be used to show the value of a cell relative to other cells. Data bars can be modified in multiple ways.

Color scales shows data distribution and variation. Shades of color represent high, middle and low values. A variety of color combinations are available. Icon sets allow annotation and classification of data into three to five categories using icons. It is possible to customize icon sets. To be sure that the data is entered accurately, use Data Validation to restrict the input type of a value based on a specific set of criteria. Trying to enter data that does not meet the criteria will generate an error message.



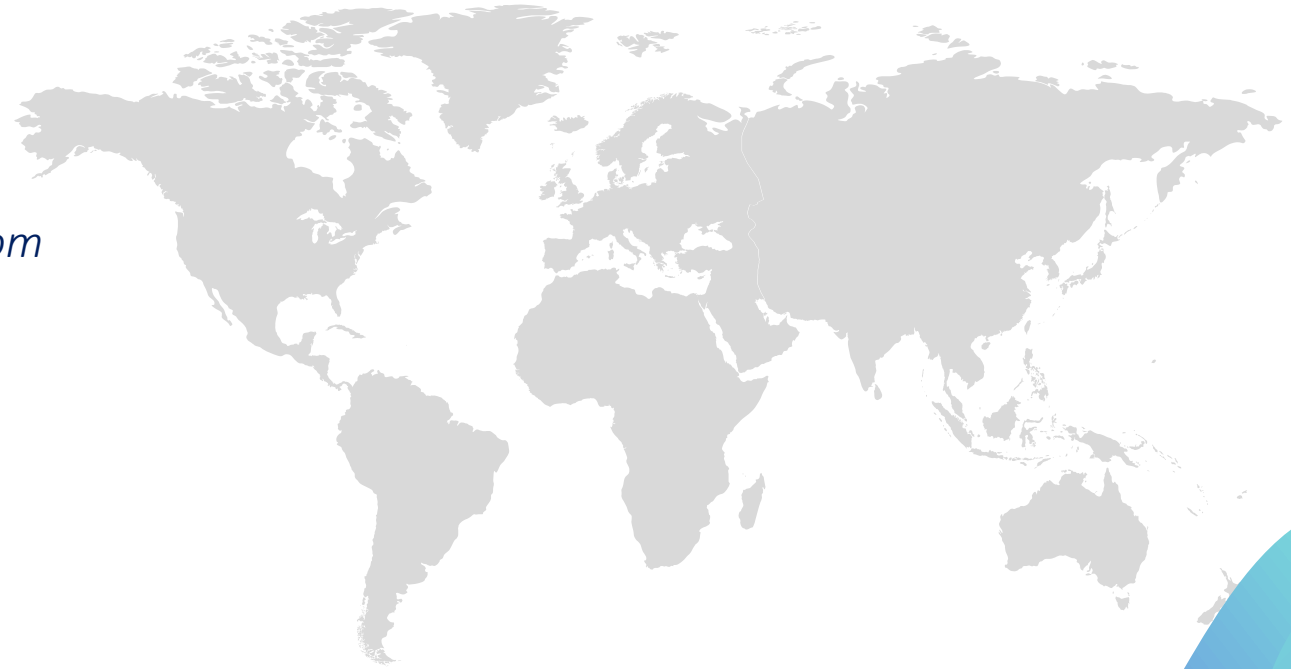
Settings include value types, such as decimal, date, and time. Ranges can be set here. Input messages can be generated to give the user a description of the data allowed in the cell. Error messages can be customized to describe the error a user encounters when invalid data is entered. Create a drop-down list of items in a cell with data validation. This will make data entry easier, and reduce input errors and typing mistakes. Invalid data can automatically be highlighted in a worksheet.



# Who Should Attend ?

*Any professional who uses excel will benefit from learning Conditional*

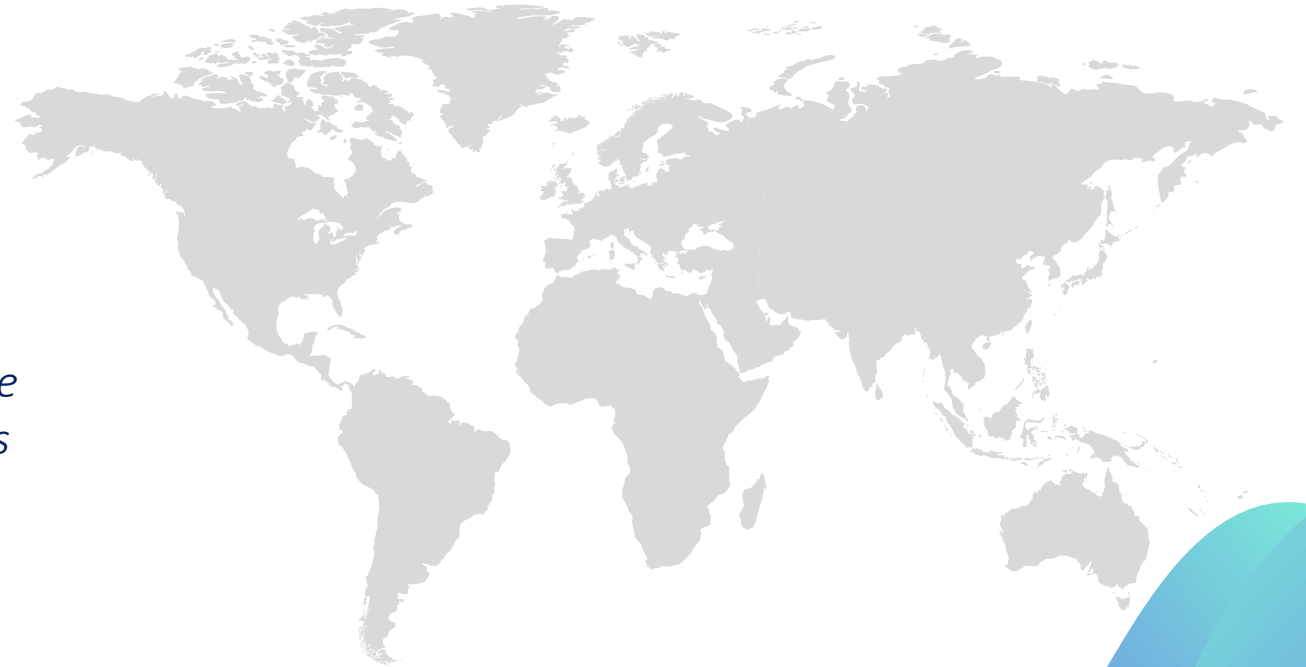
*Formatting and Data Validation in Excel*



# Why Should Attend ?

*Data is important. Locating specific data is important. Being sure that the correct data is being inputted is critical. Thanks to Conditional Formatting, you can highlight all information that is important to you (the highest or lowest values, duplicate values, values that are larger or smaller than a certain value). This will provide you with the necessary information to make important business decisions. Conditional formatting is one of the major strengths of Excel!*

*To be sure that the data is entered accurately, use Data Validation to restrict the input type of a value based on a specific set of criteria. Trying to enter data that does not meet the criteria will generate an error message. Create a drop-down list of items in a cell with data validation. This will make data entry easier, and reduce input errors and typing mistakes. Both of these tools give you greater control over the data you are working with.*



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