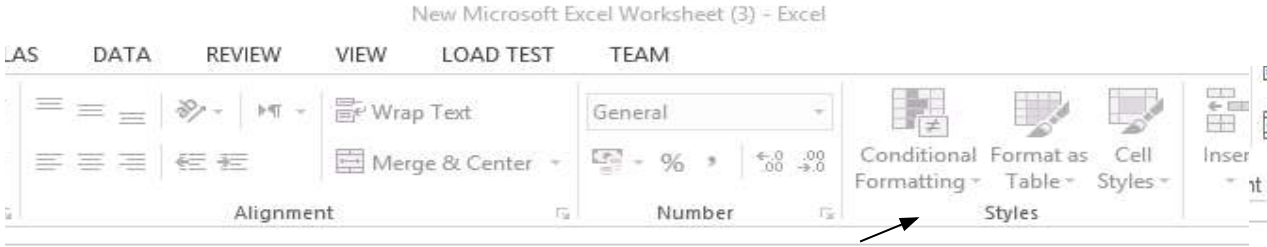
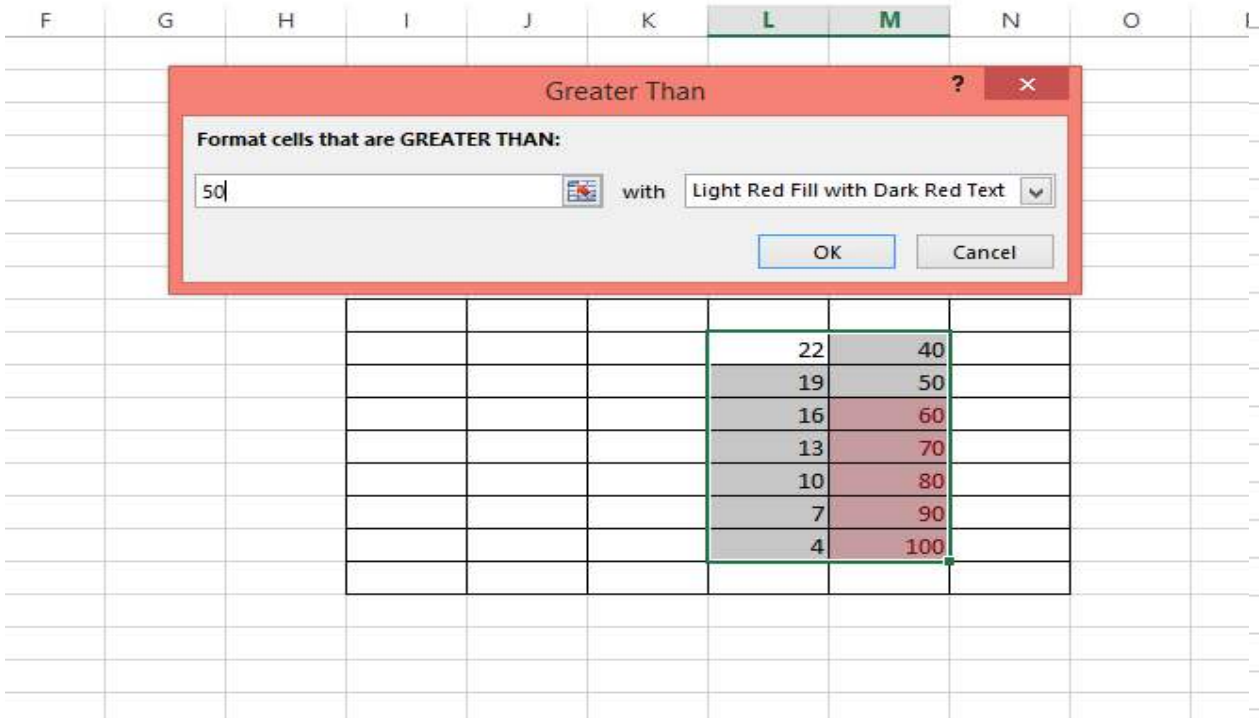
Lecture 2
Third stage
Assistant lecture :Rawya alsaadi

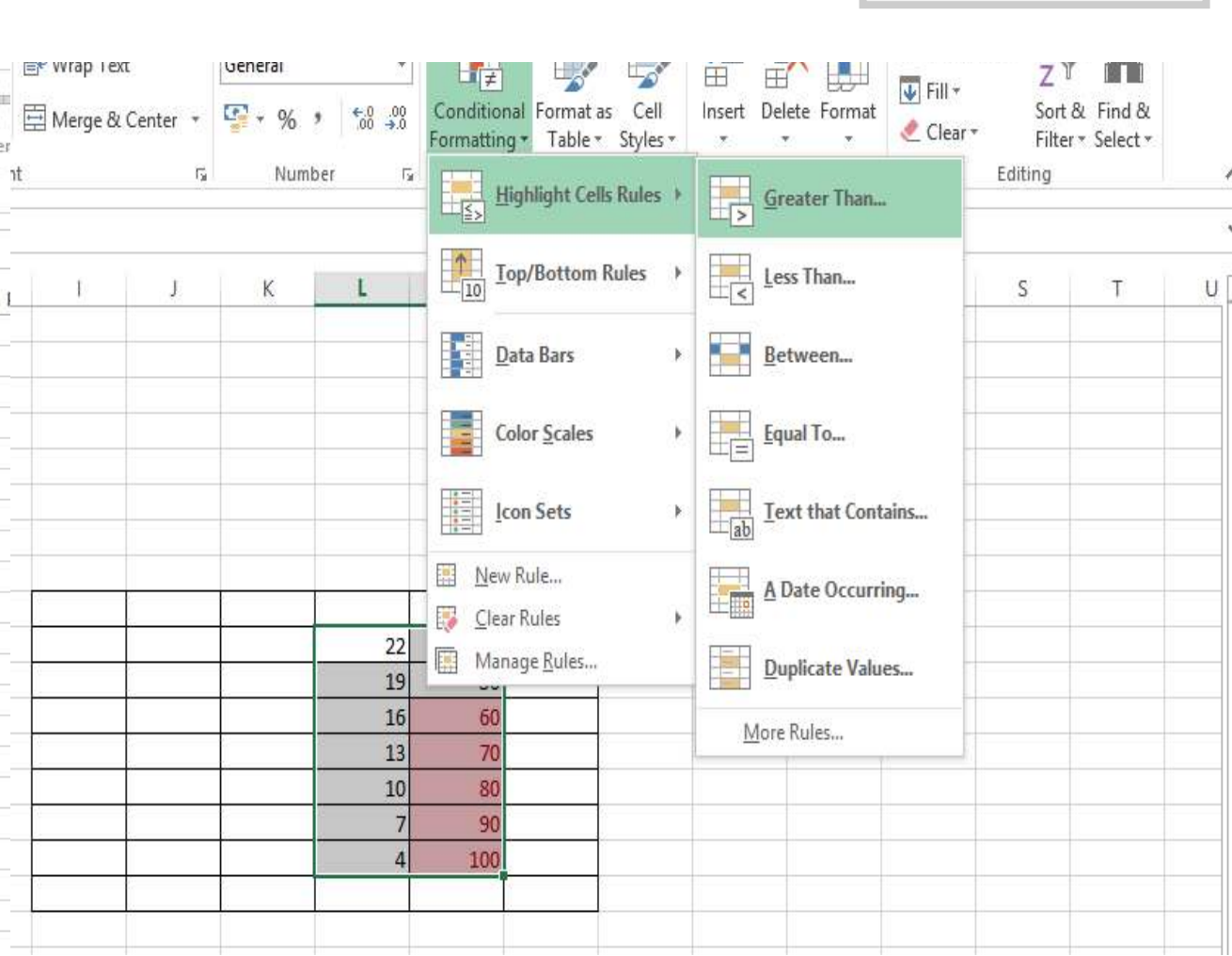
Conditional format

- To find largest values in the table

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



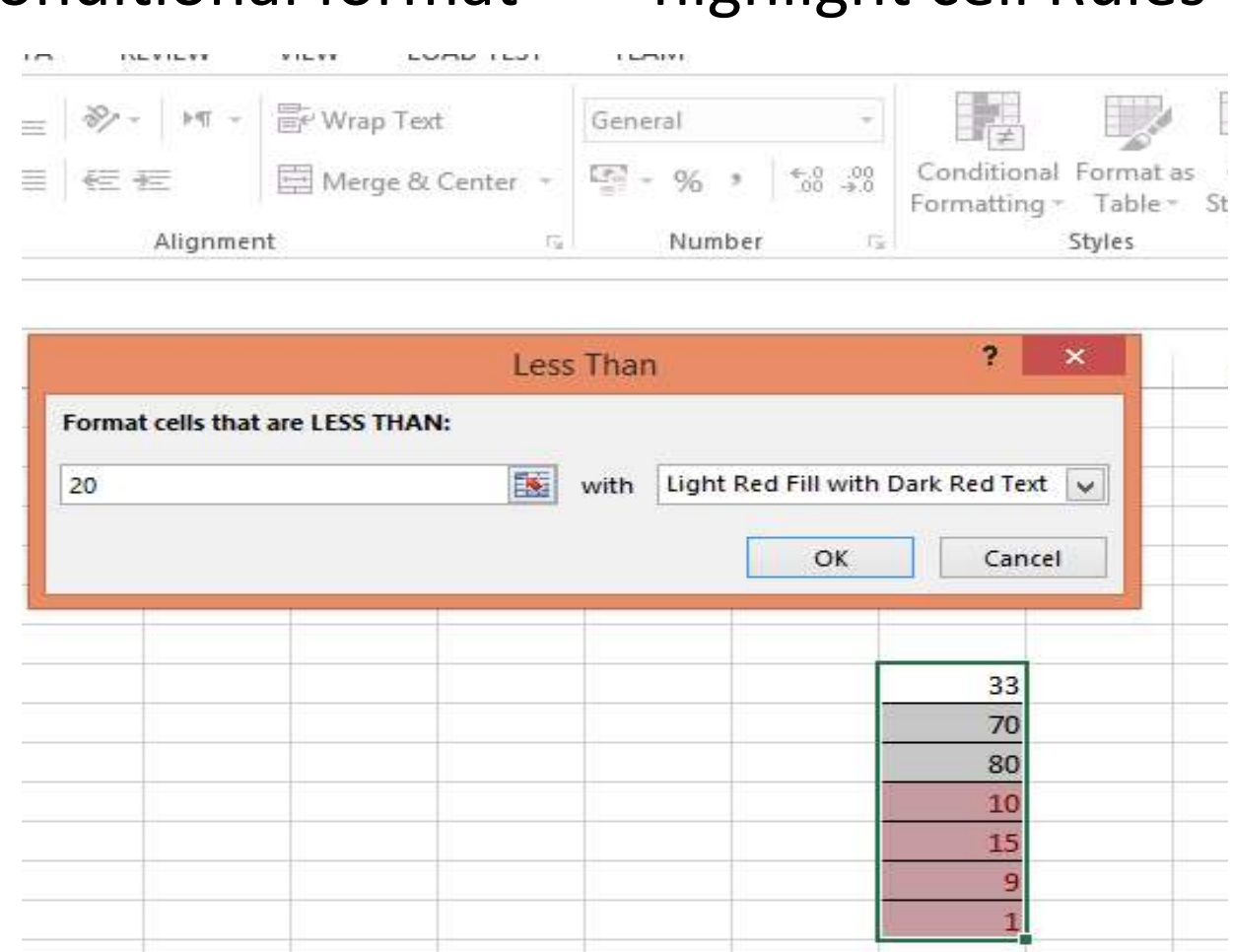


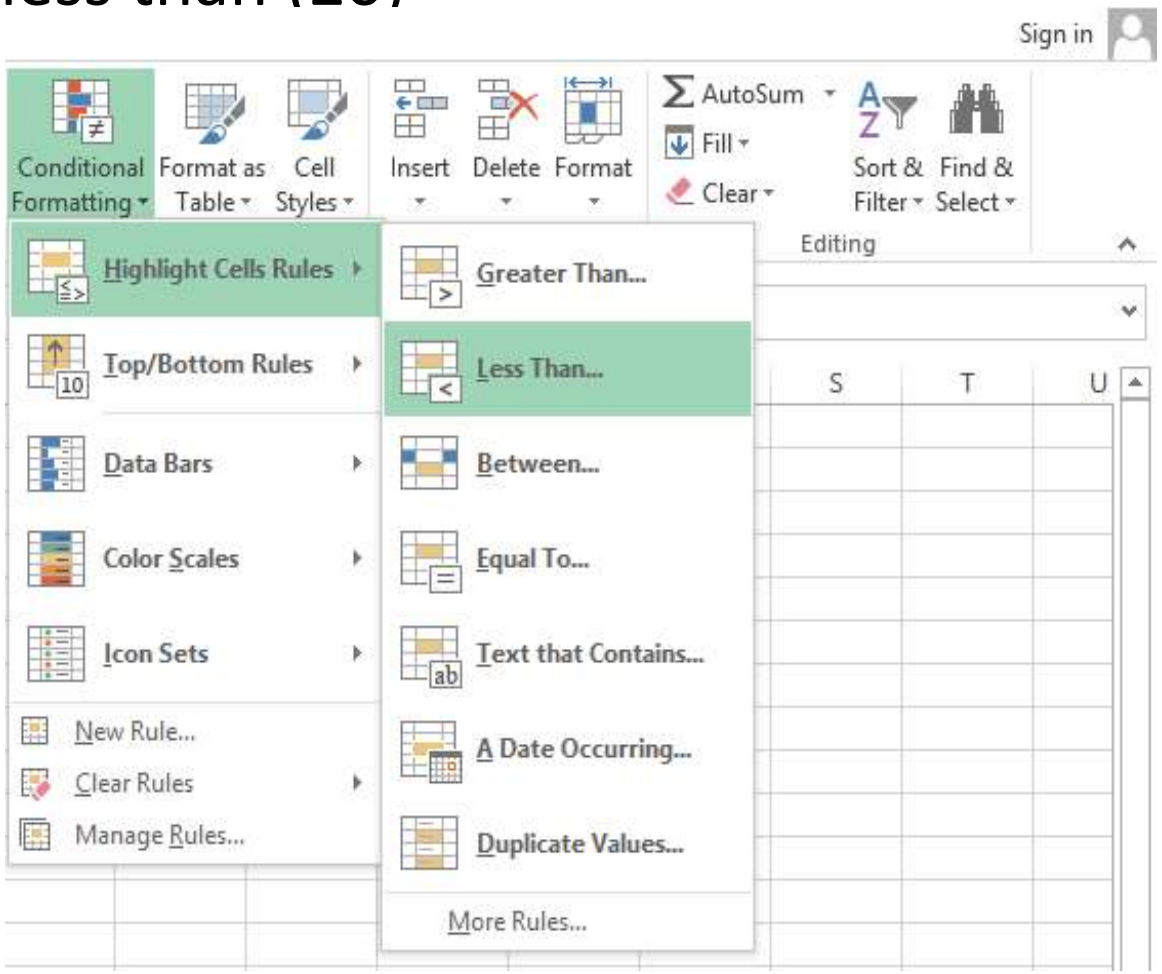


Conditional format

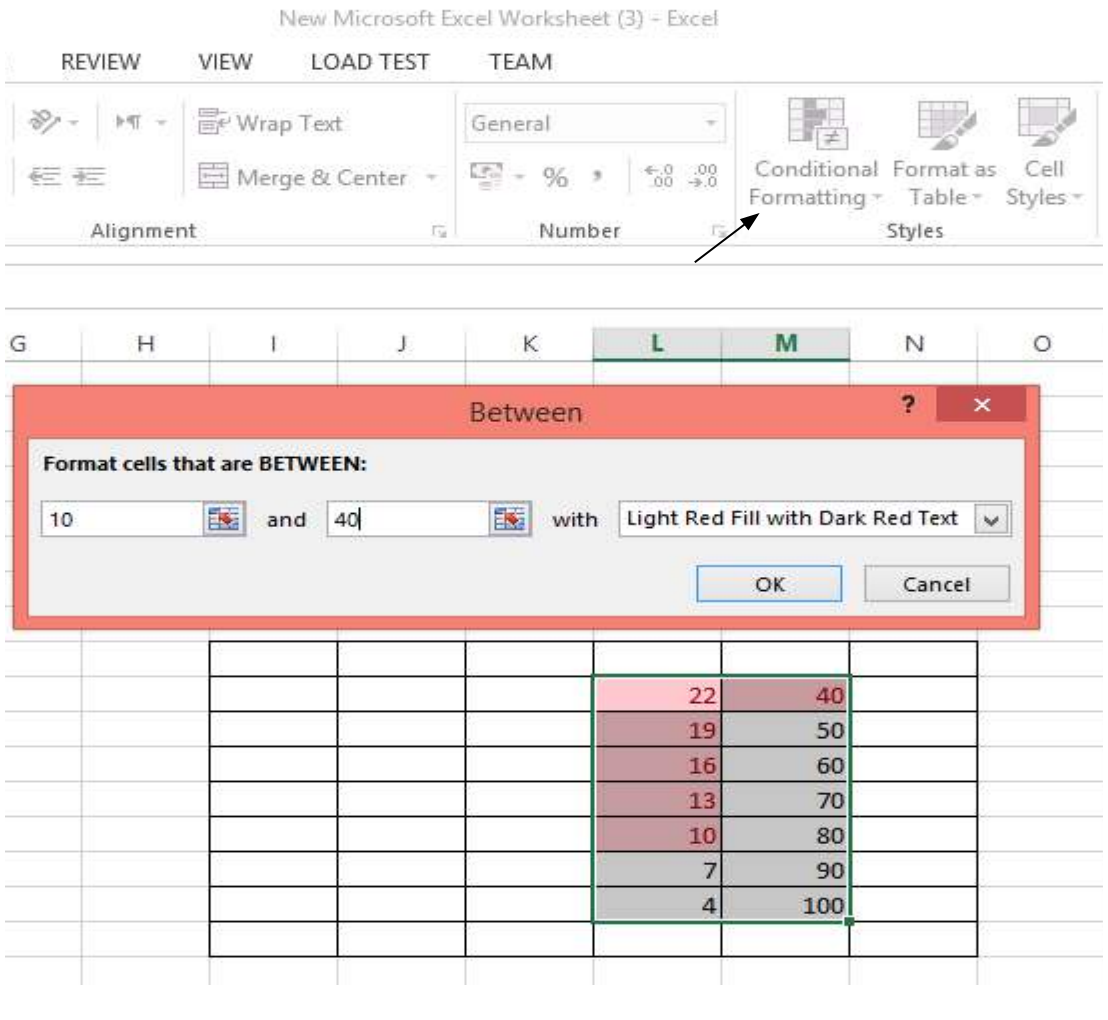
- To find smallest value in the table

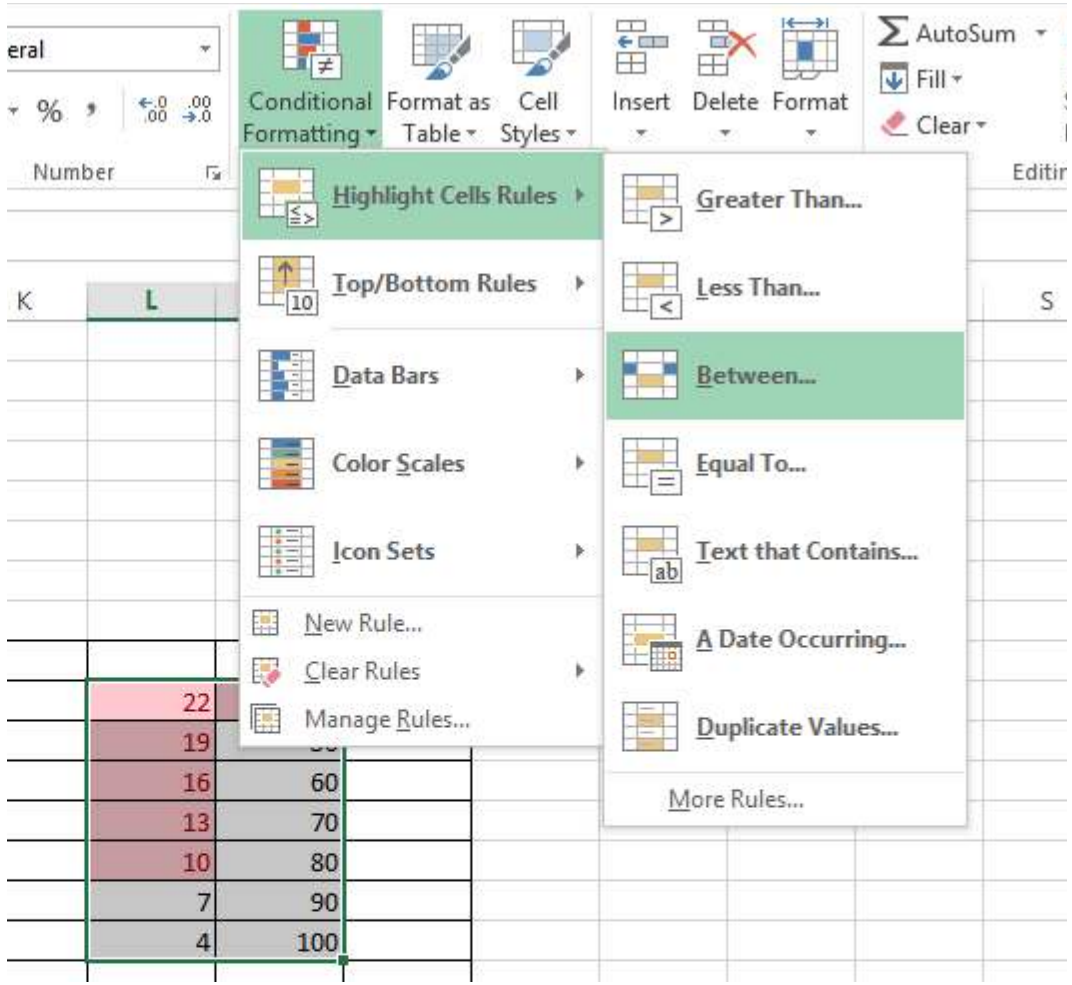
Conditional format ⟶ highlight cell Rules ⟶ less than (20)





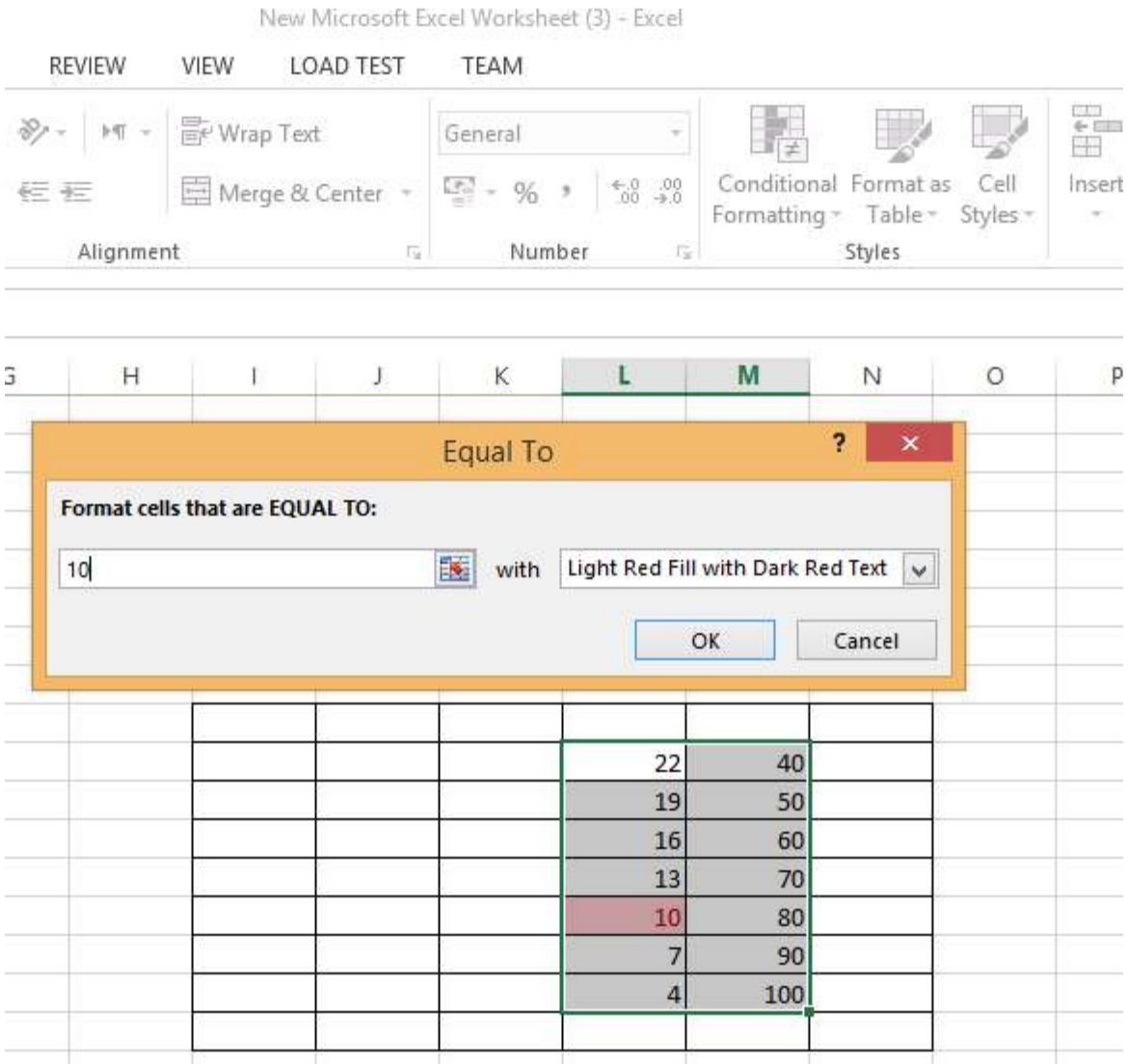
- To find the values between two values in the table /for example the values between (10 and 40)
- Conditional format ⟶ highlight cell Rules ⟶ between

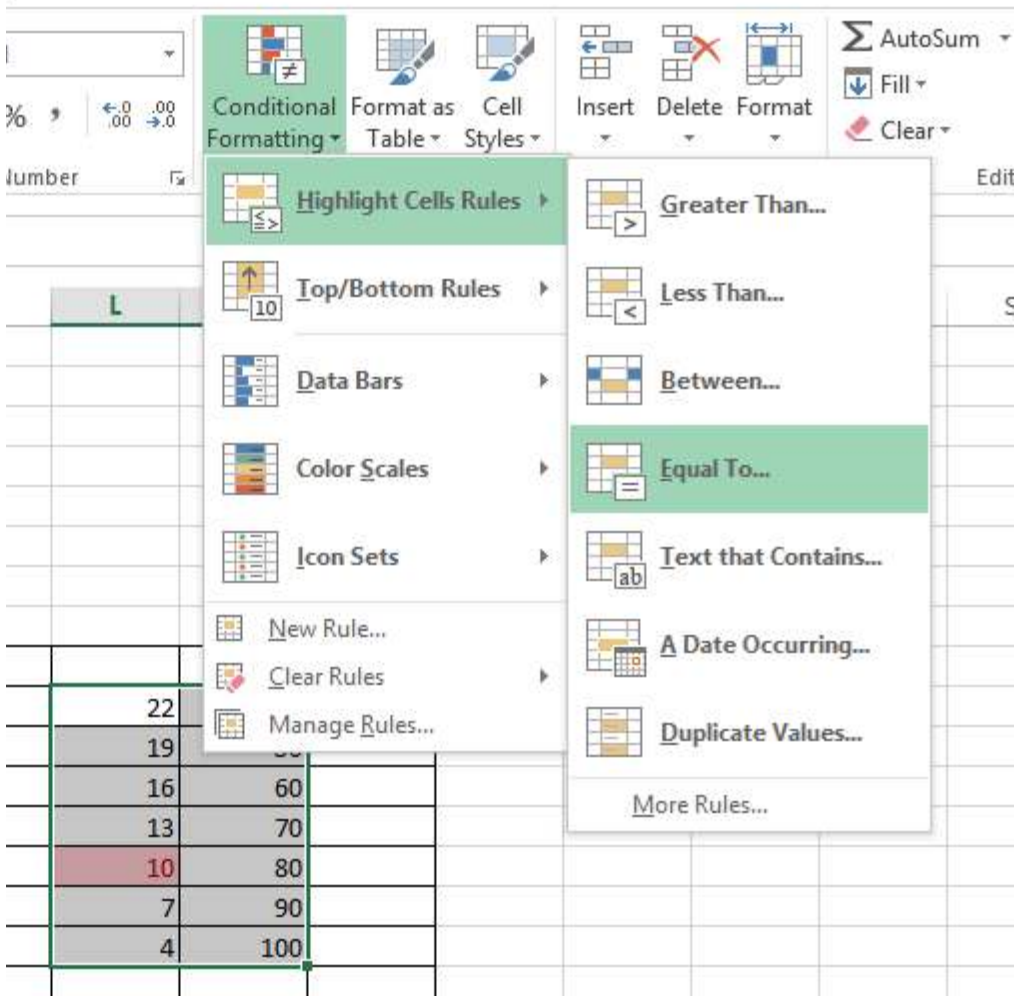




- To find the value that equal to(10) in the table

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

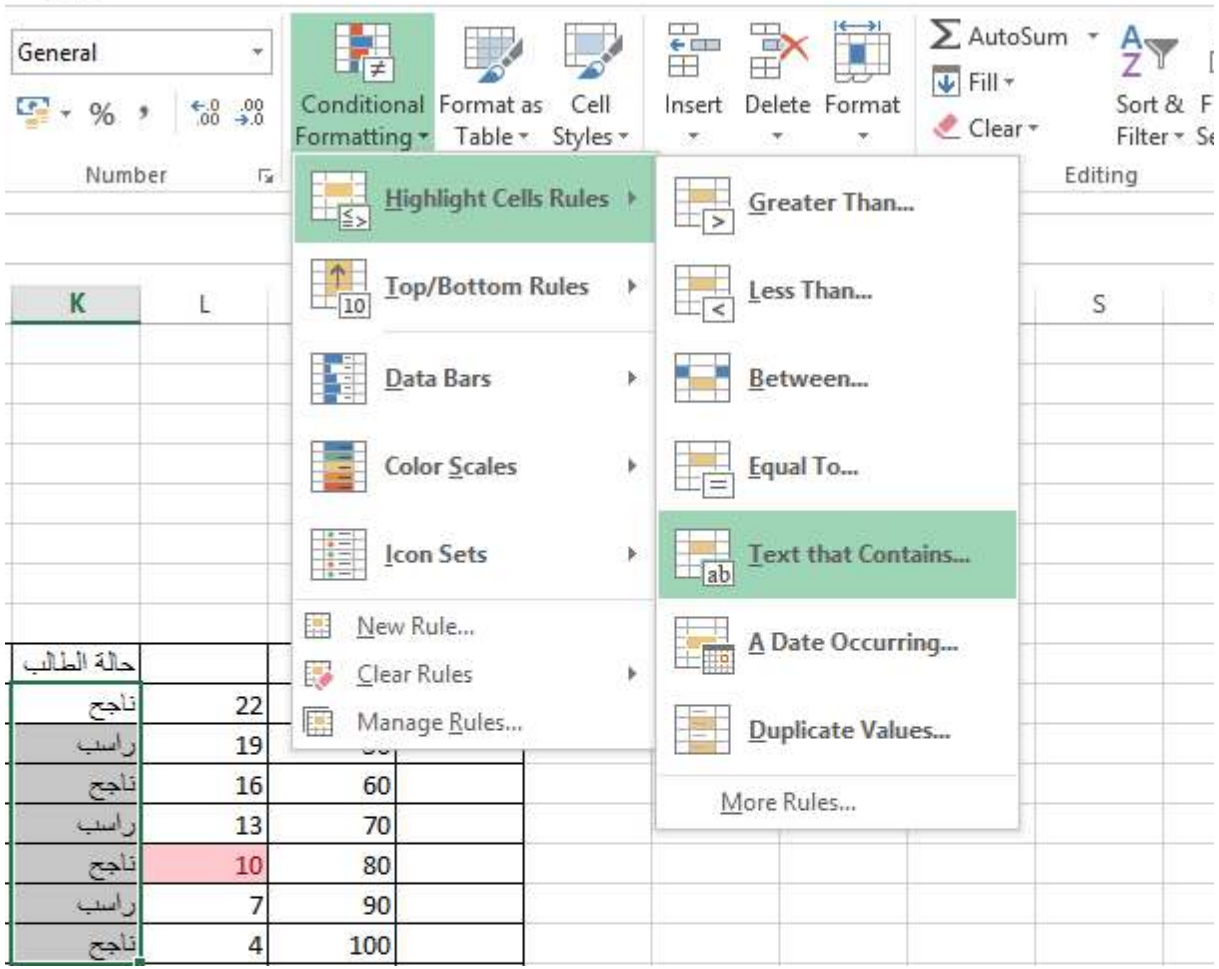


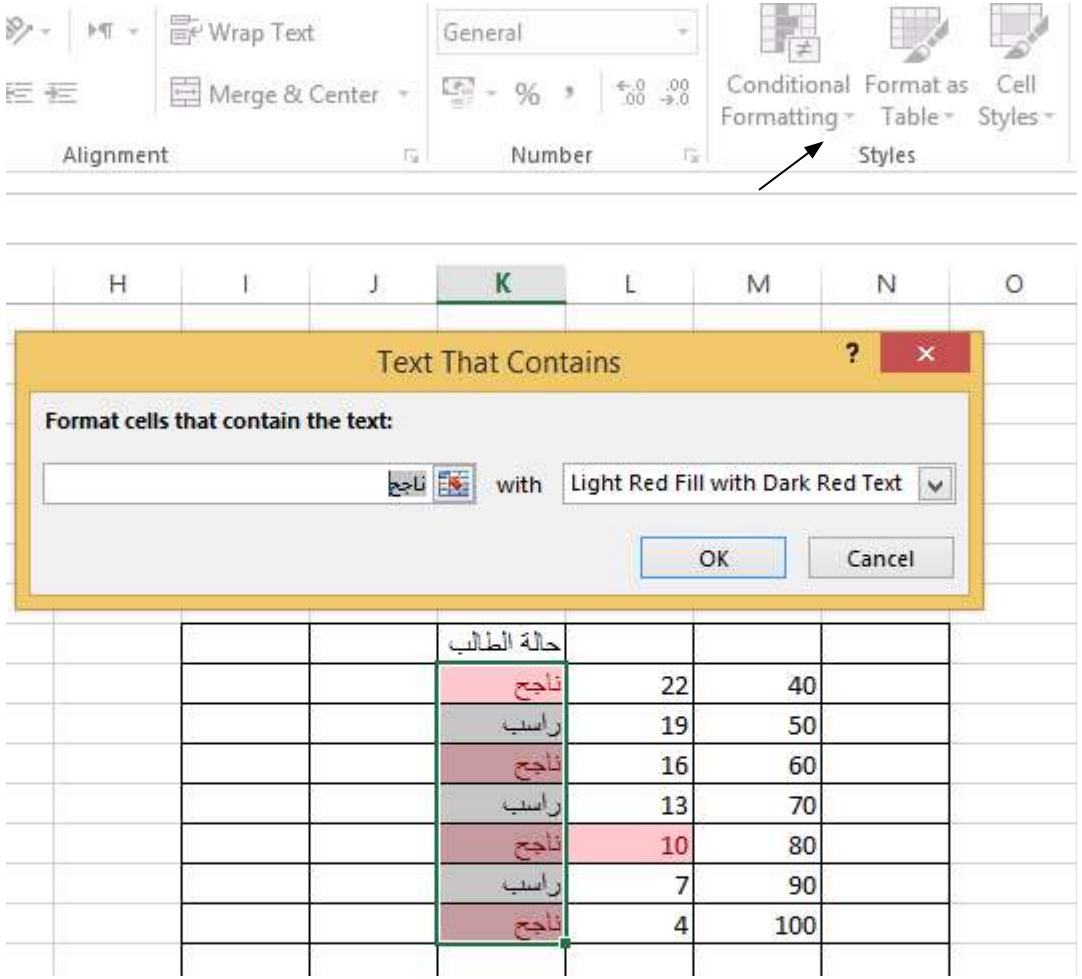


- To find the text in table /for example

Find the students who passed in the table

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

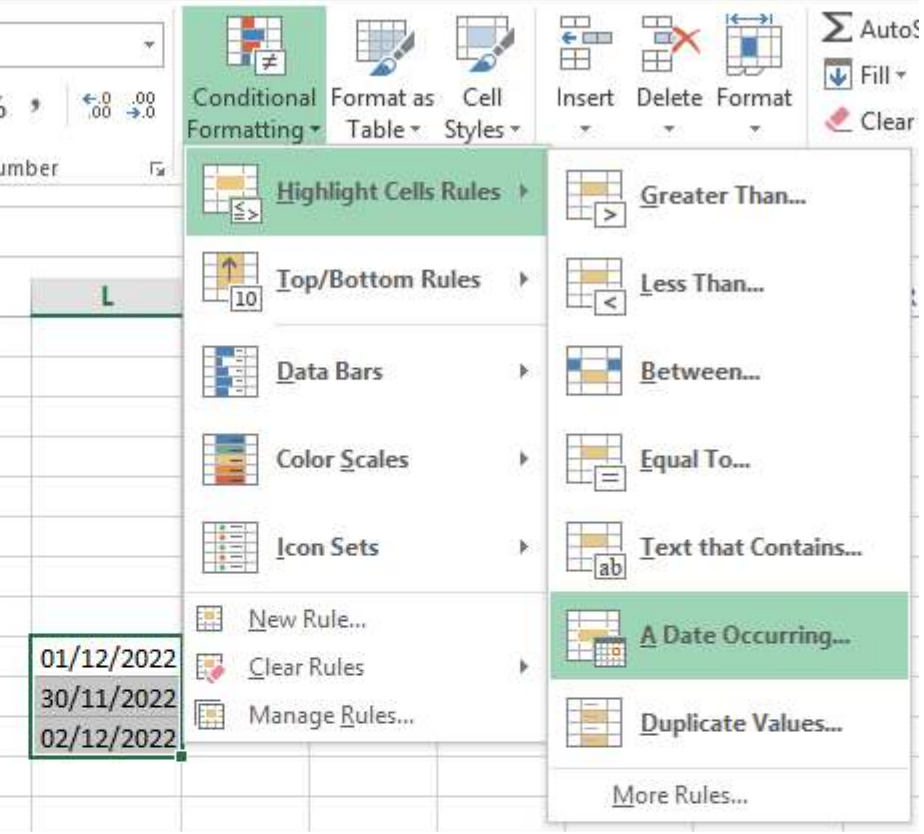


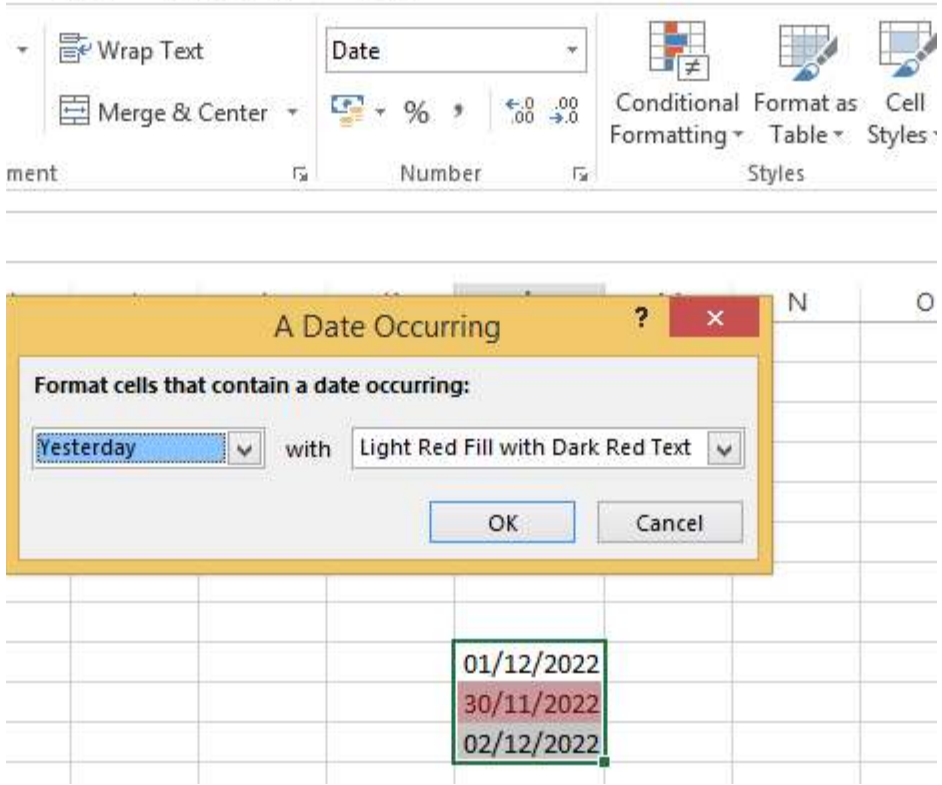


- To find the date in table /for example

Find the date of yesterday in table ?

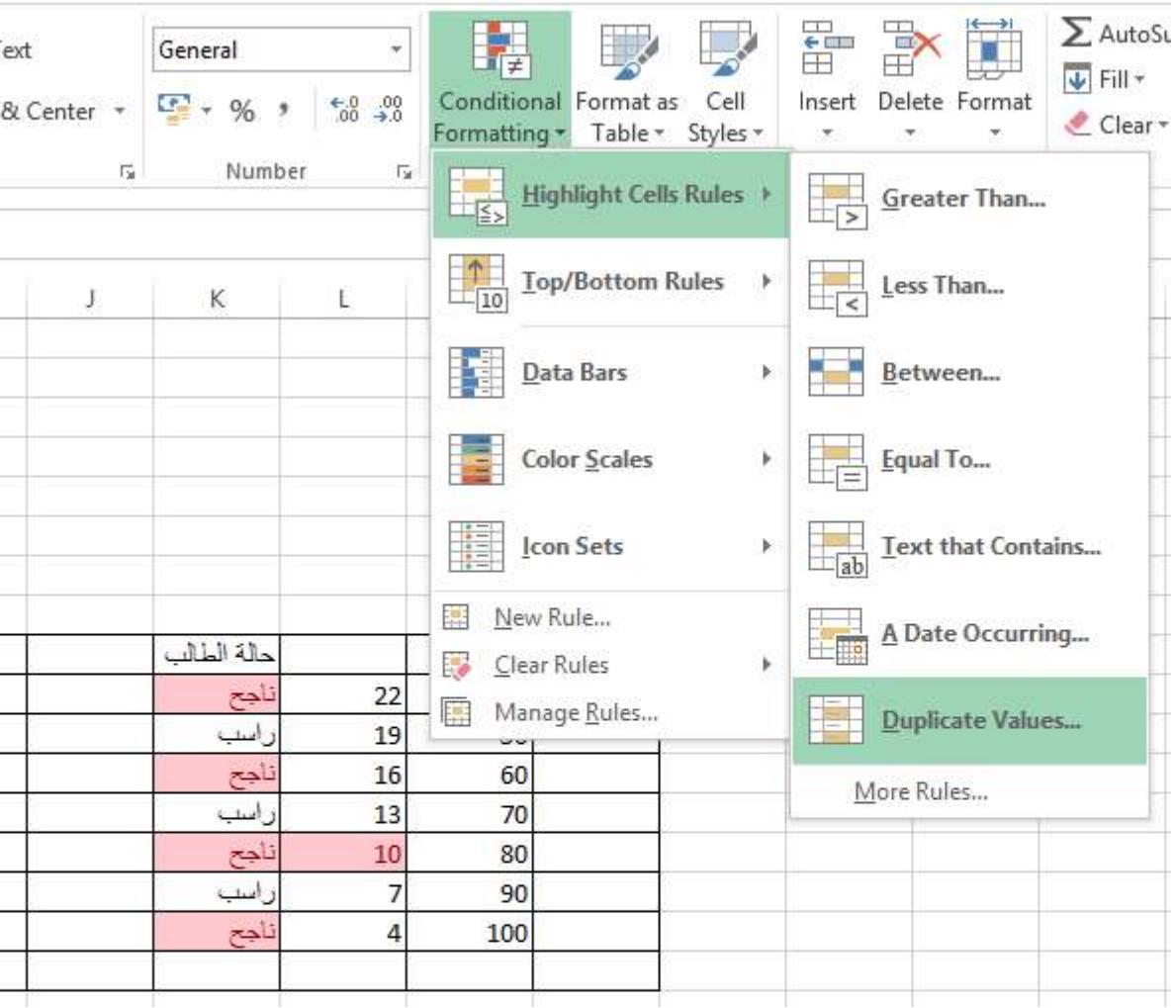
Conditional format → highlight cell Rules → date occurring

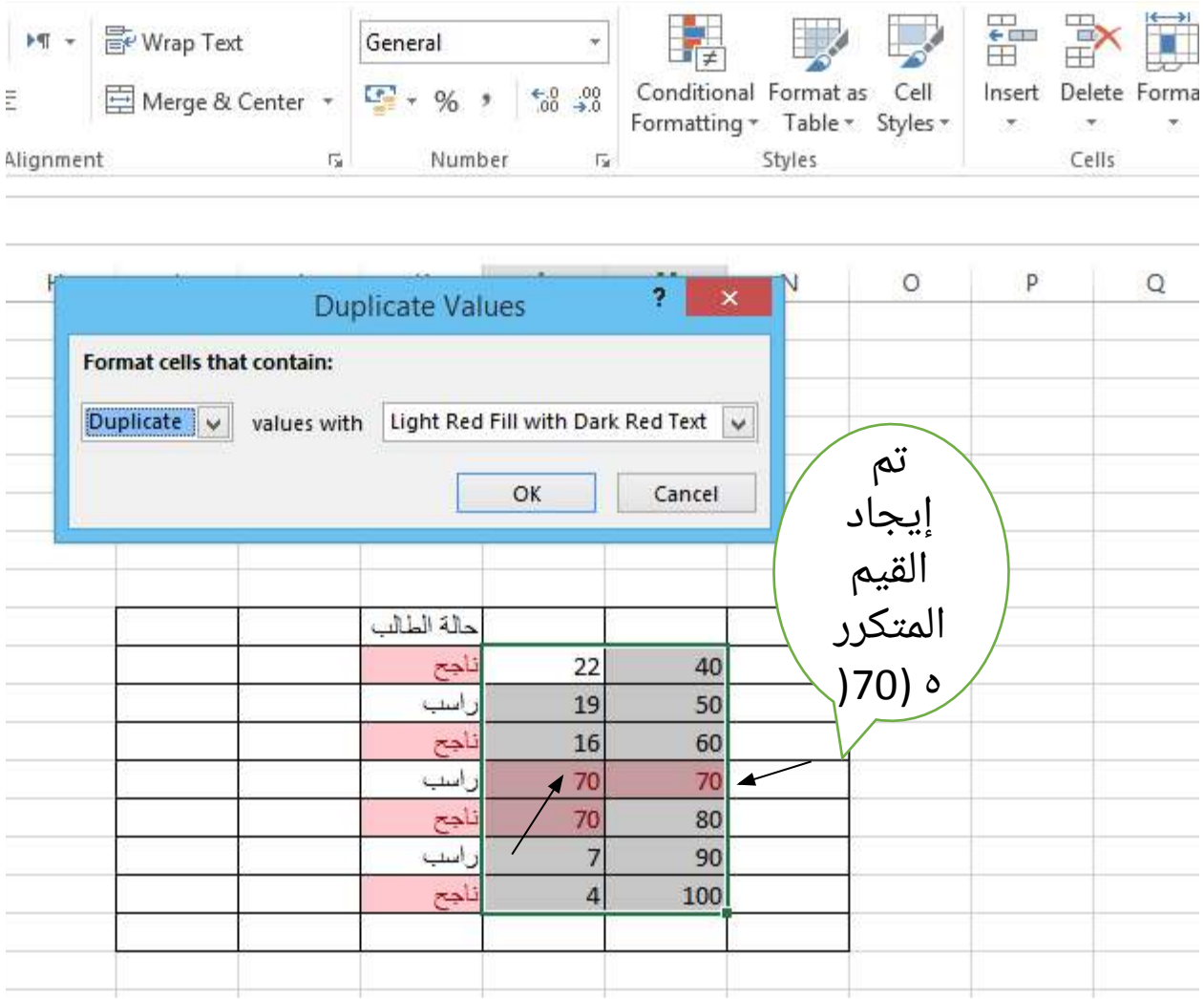




To find the duplicate value in the table

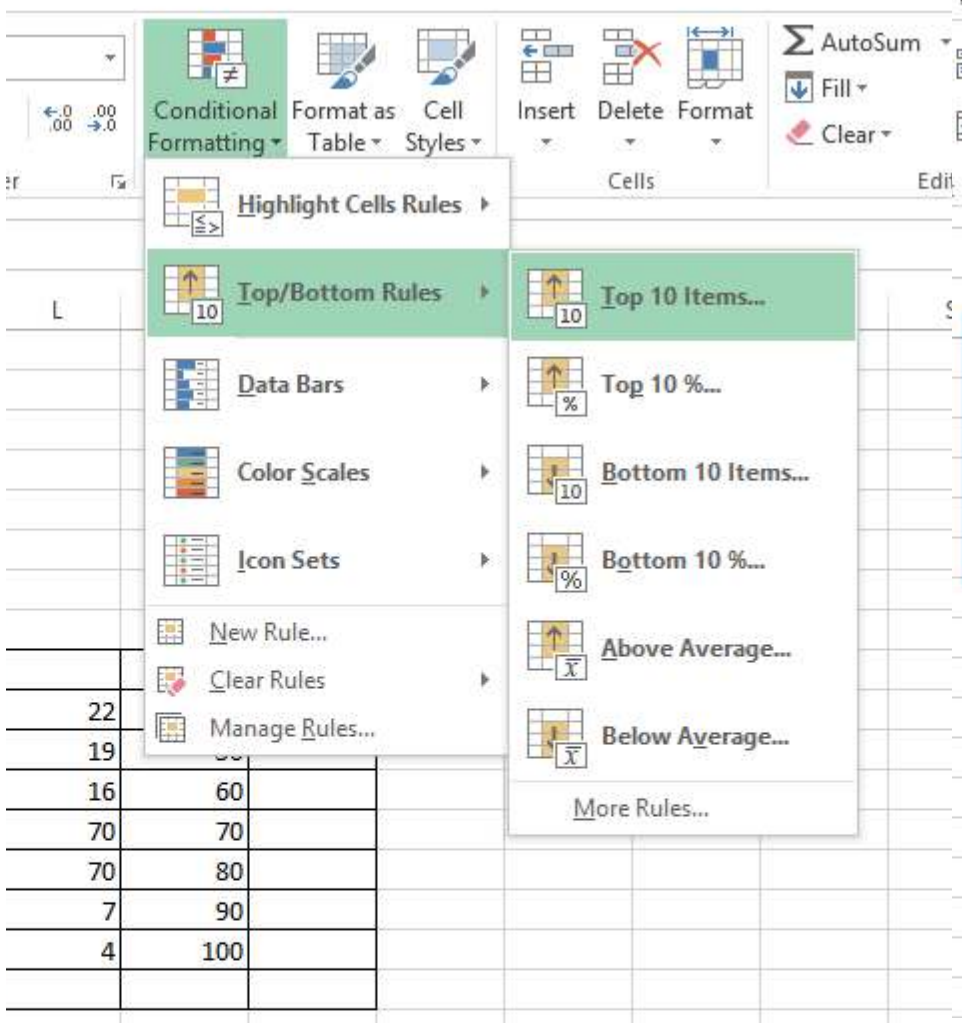
Conditional format → highlight cell Rules → duplicate value

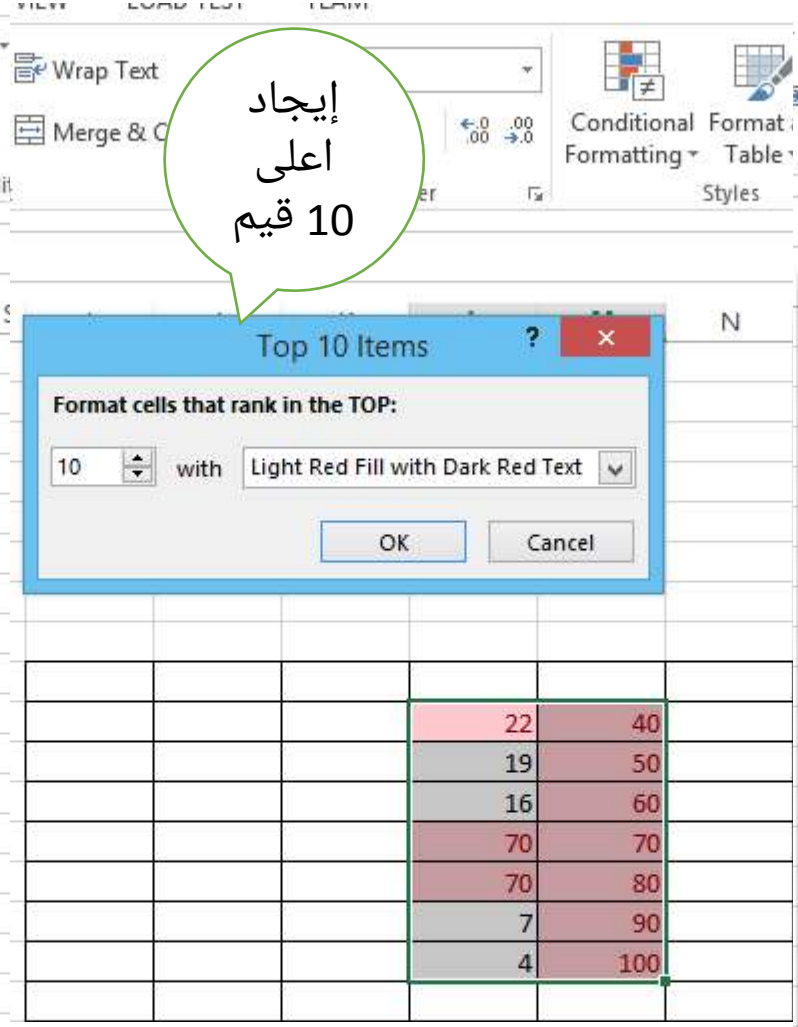


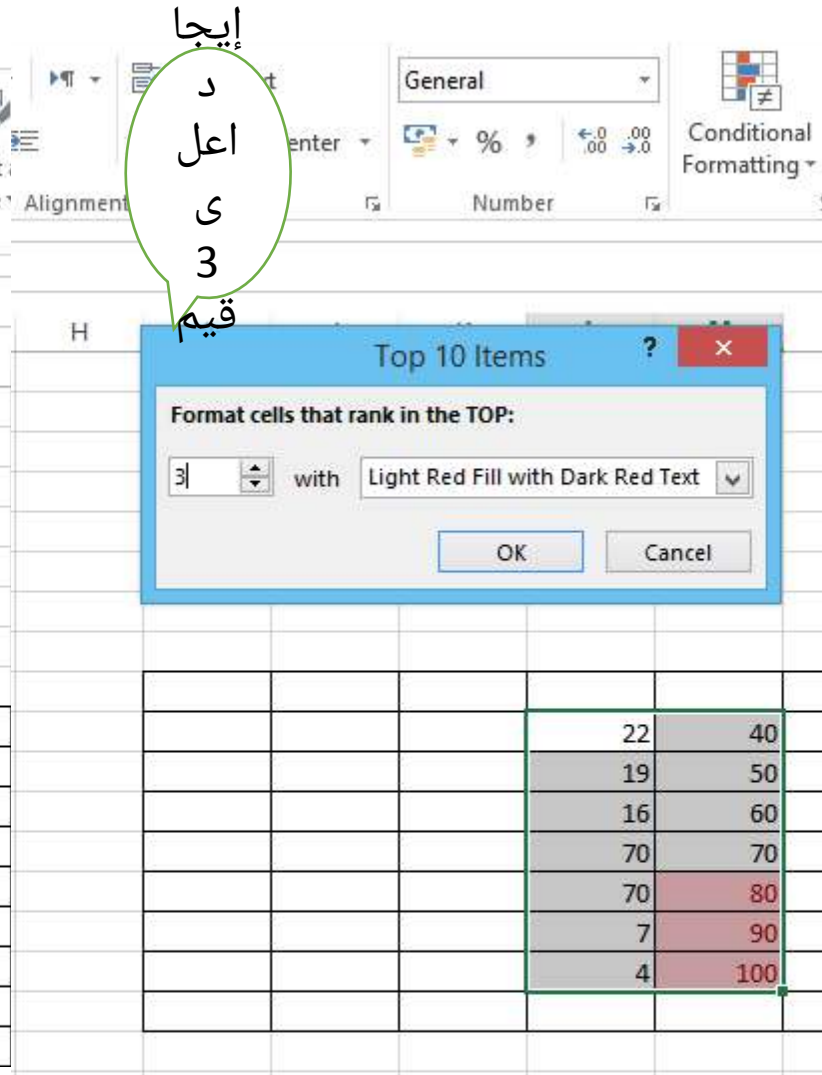


- To find highest value in table

Conditional format ⟶ top/bottom rules ⟶ top 10 items

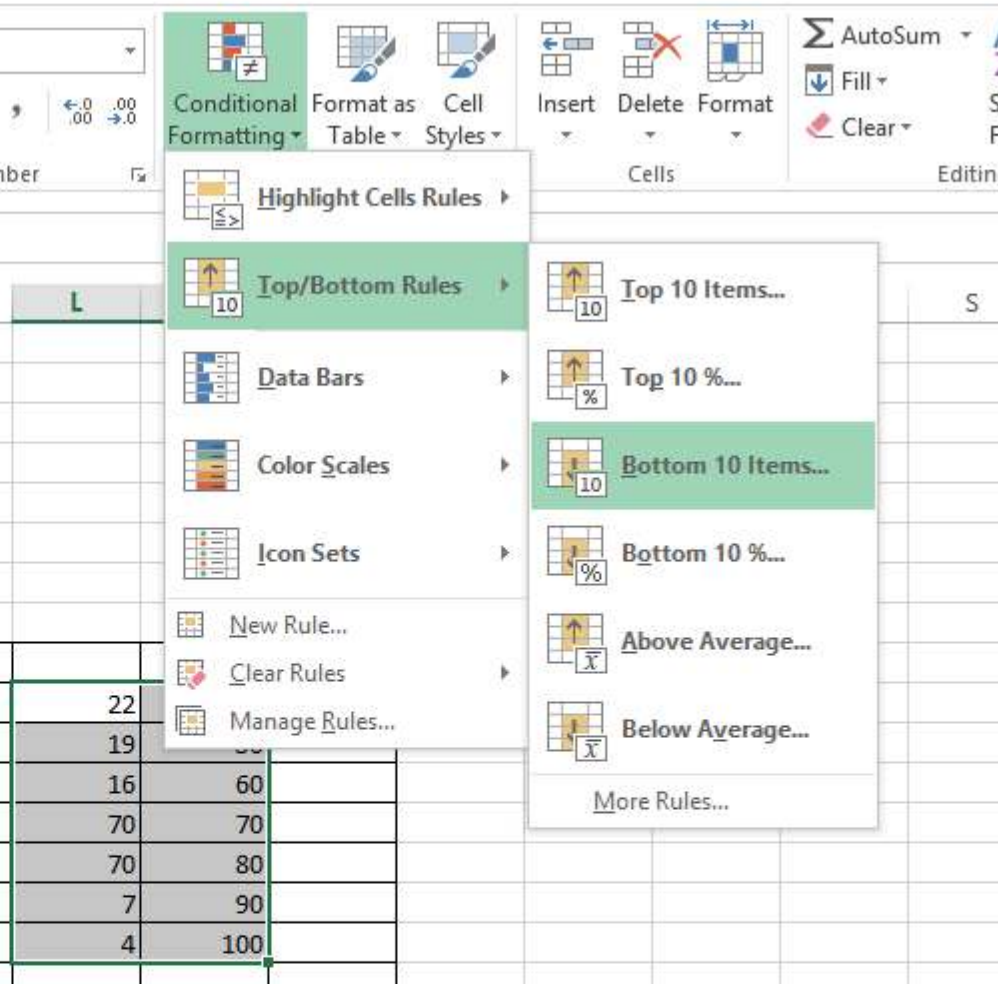


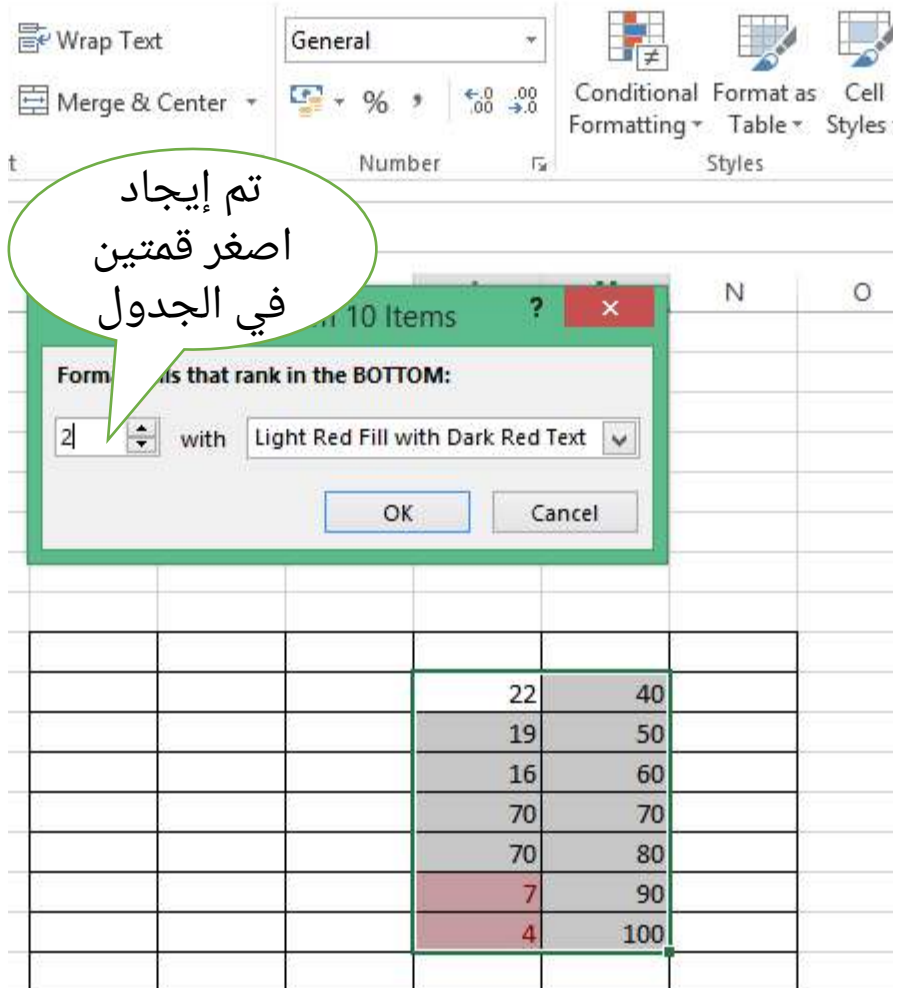




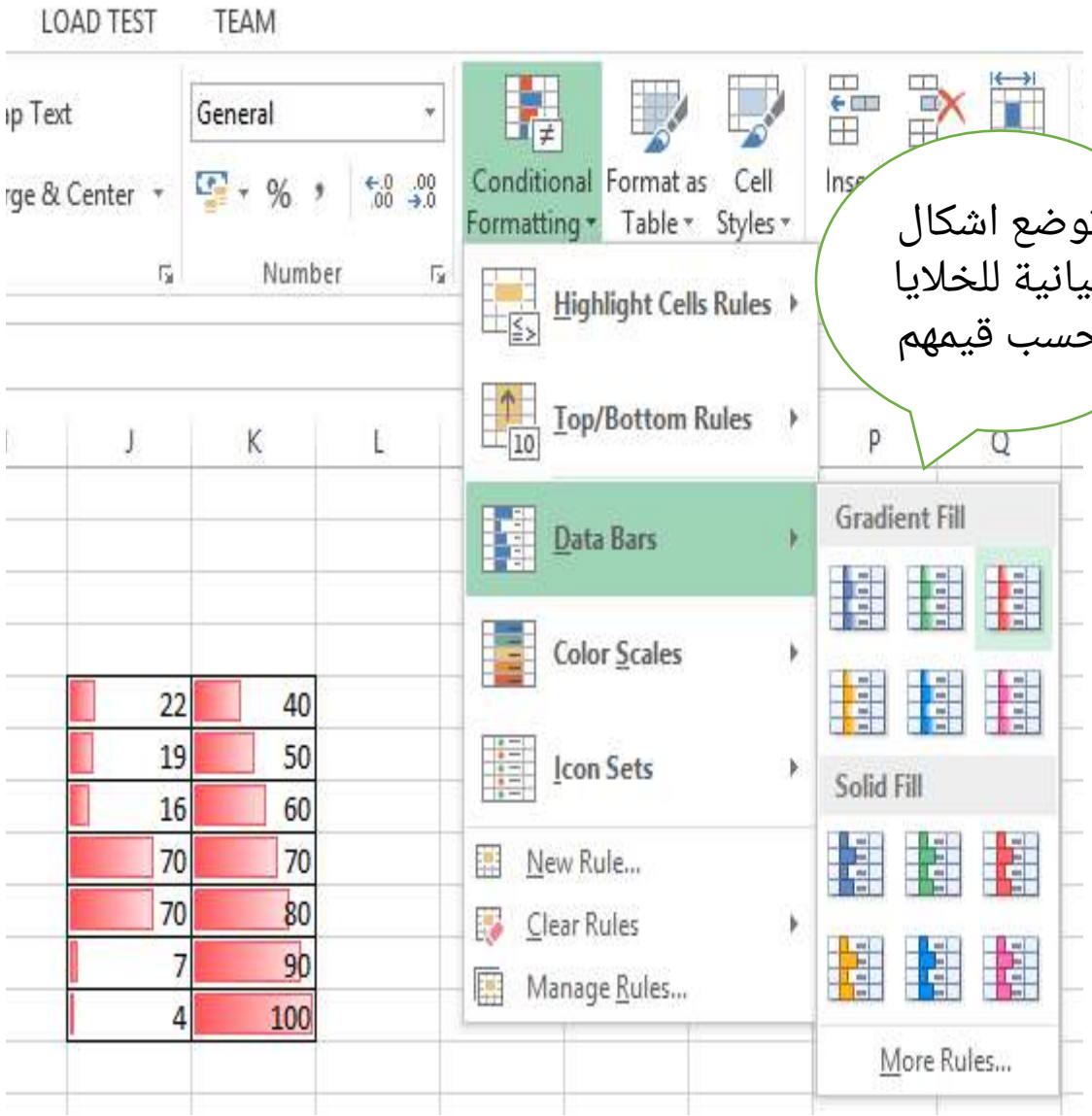
- To find smallest values in the table

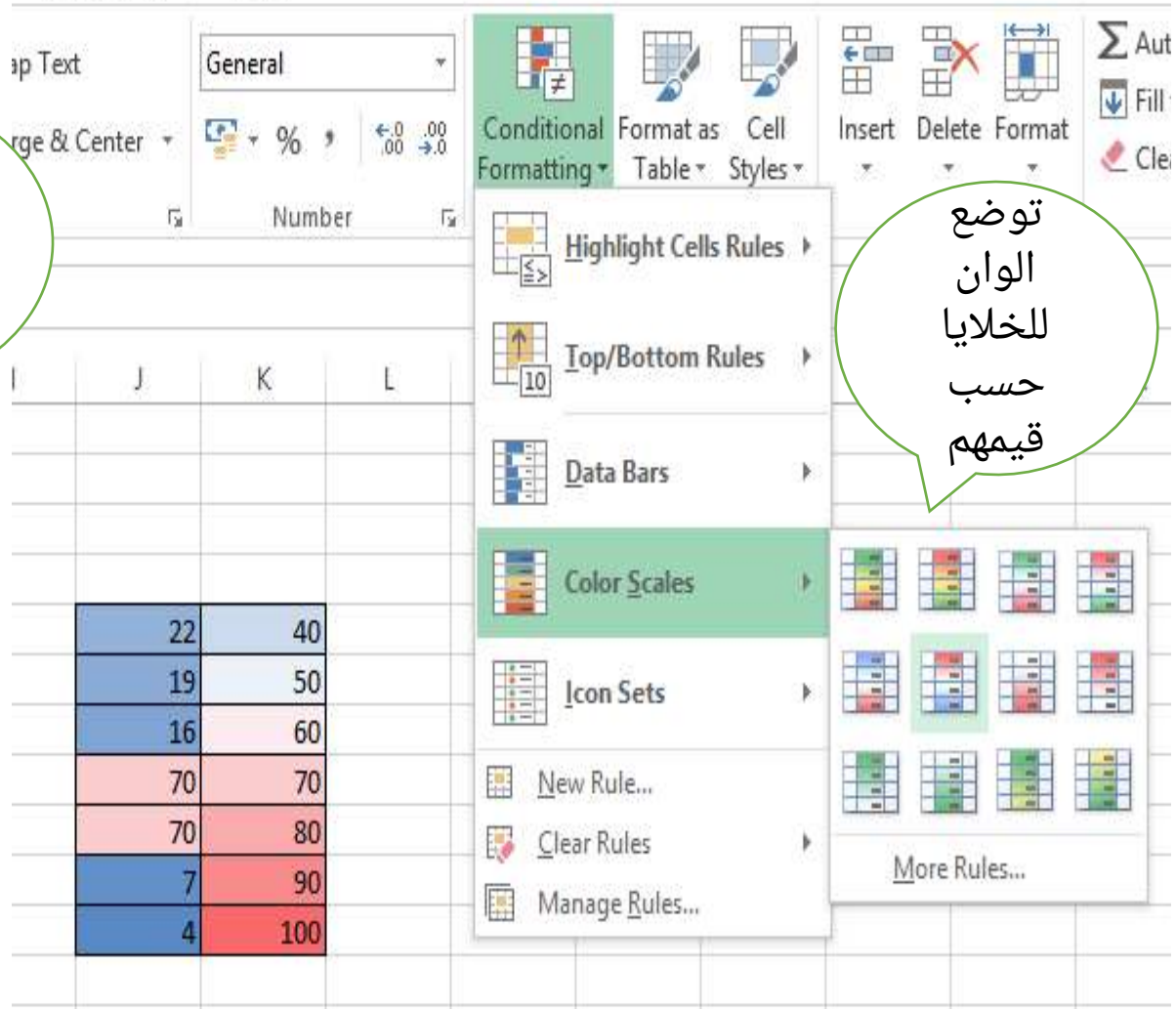
Conditional format → top/bottom rules → bottom 10 items



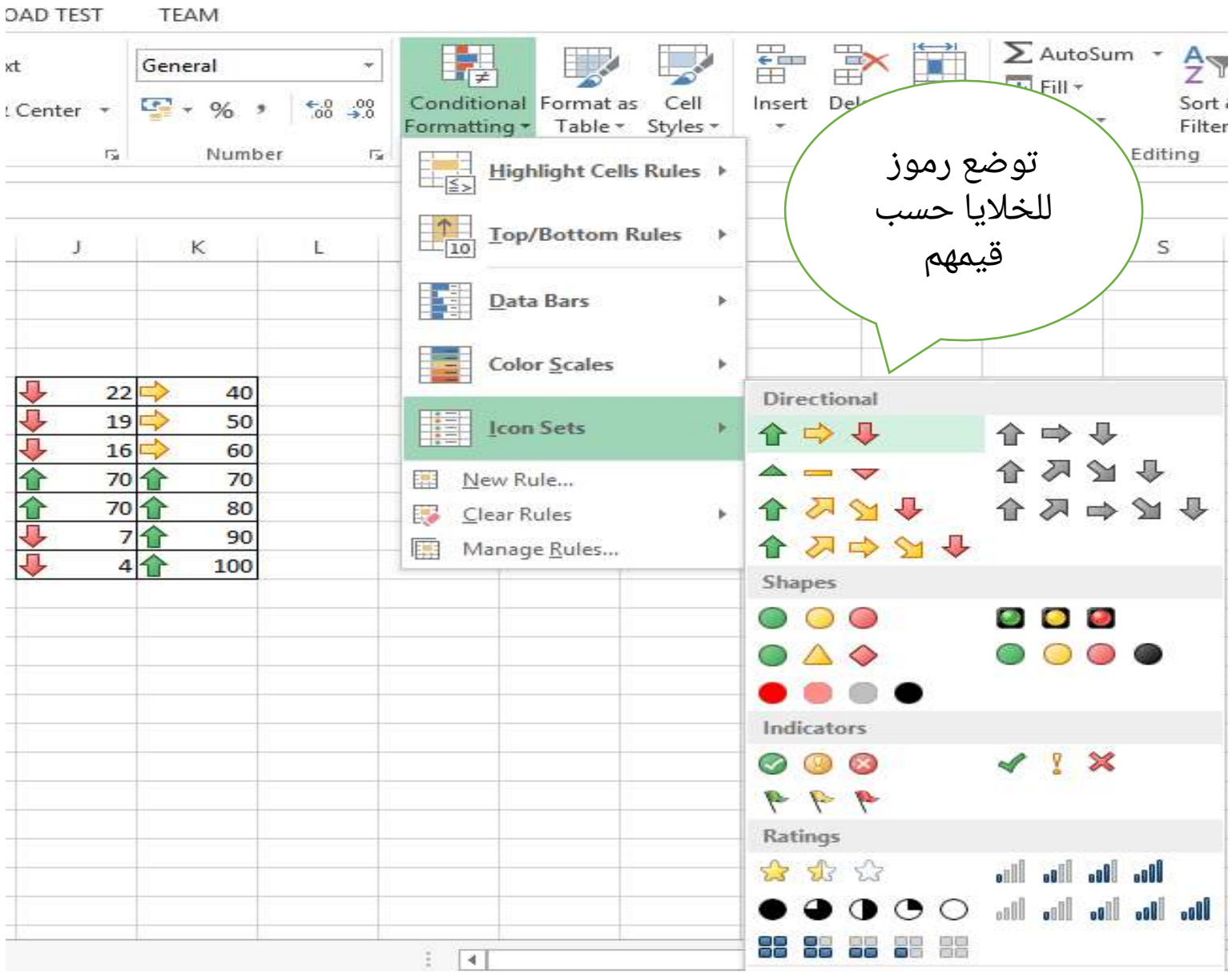


Conditional format



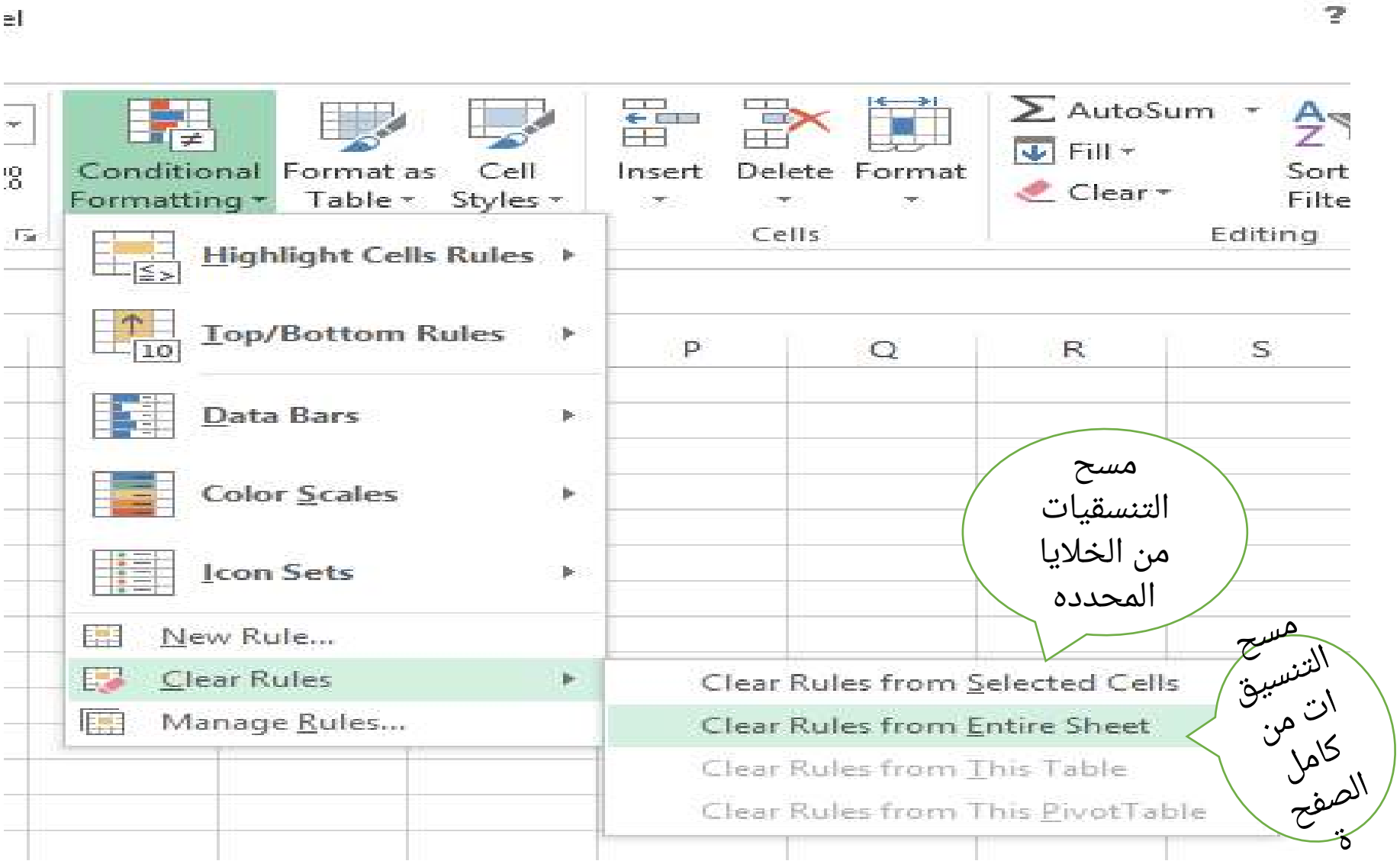


Conditional format



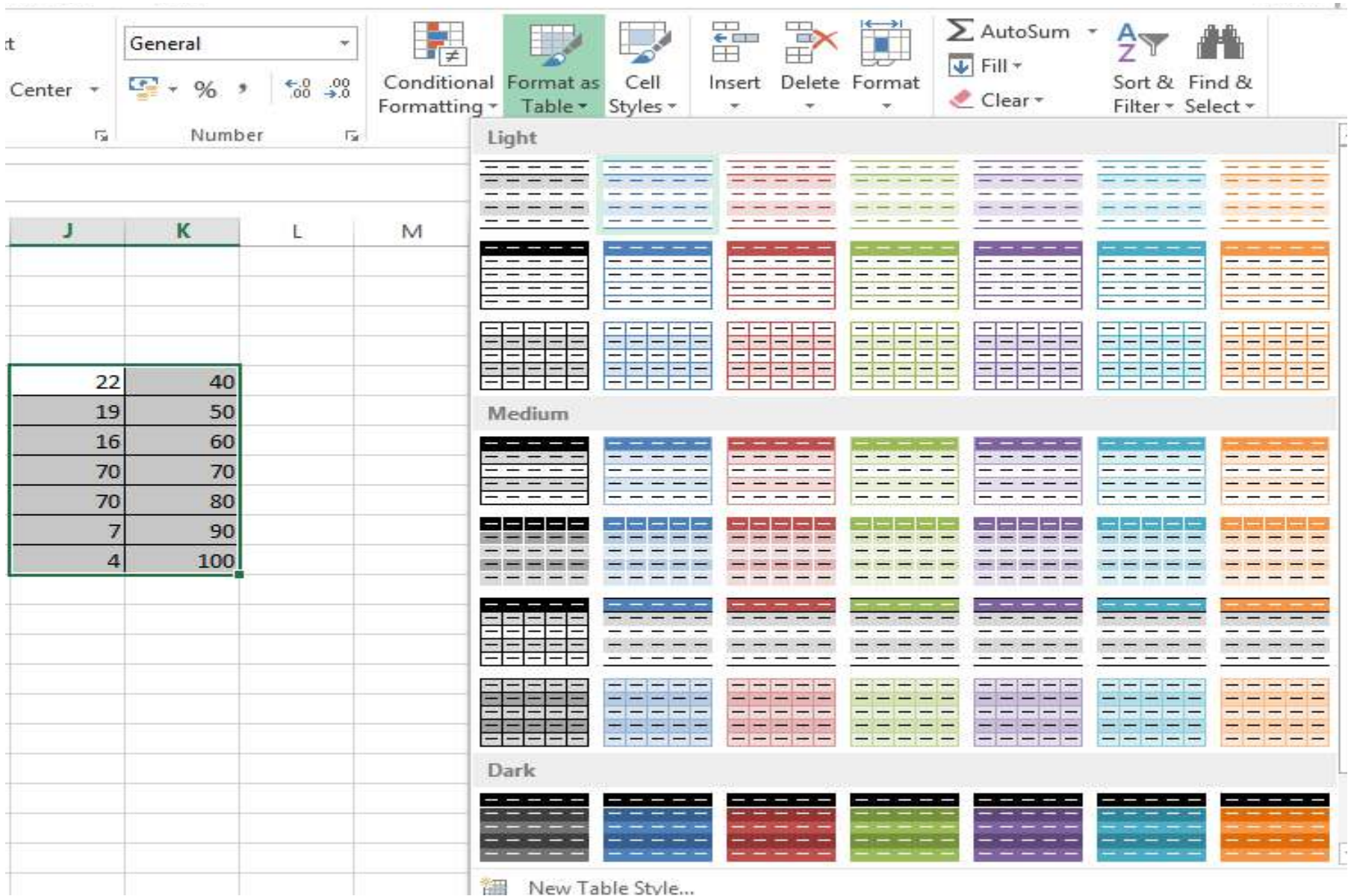
Conditional format

Conditional format → clear rules



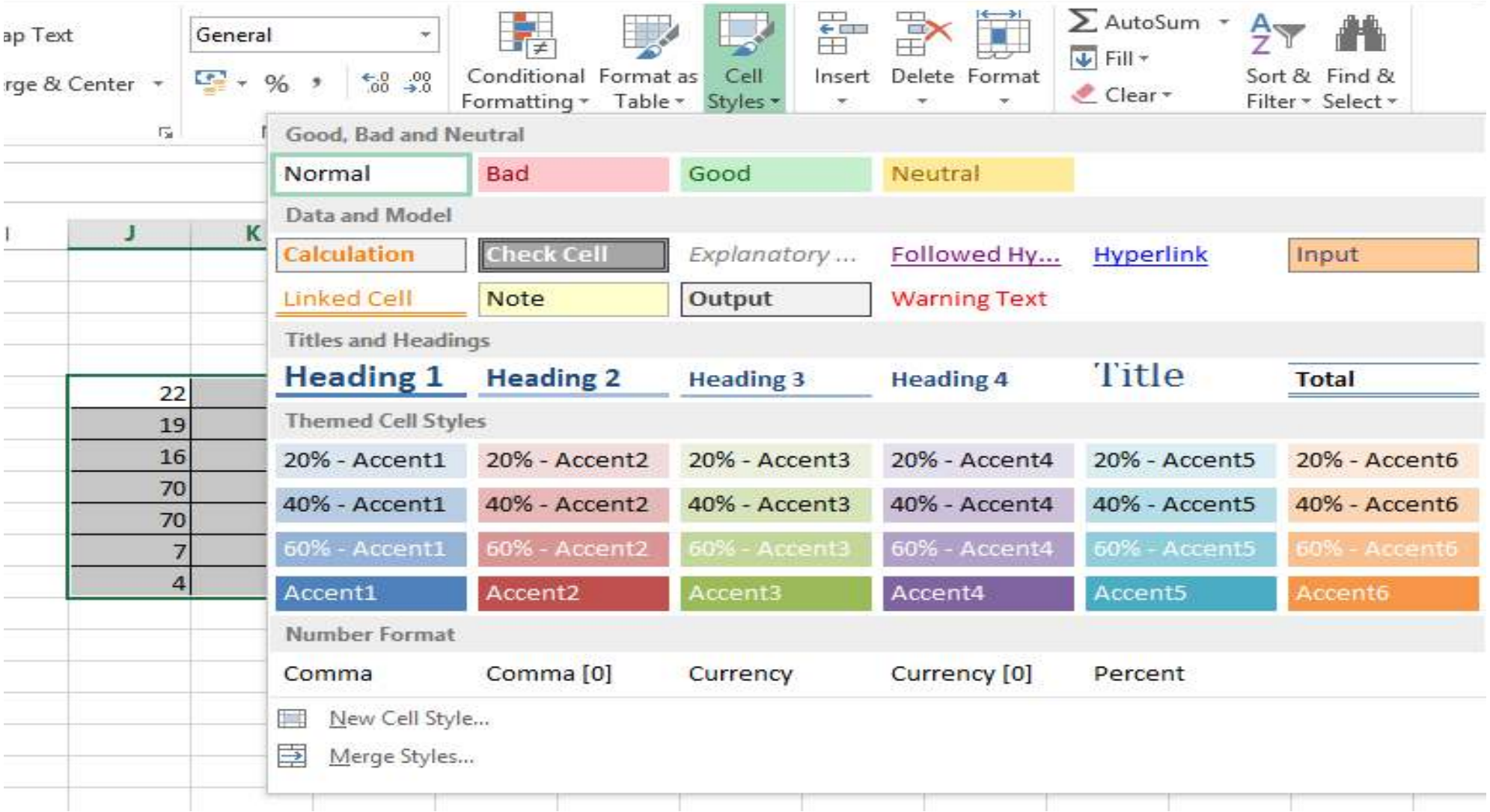
Format as table

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



Cell style

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



Thank you