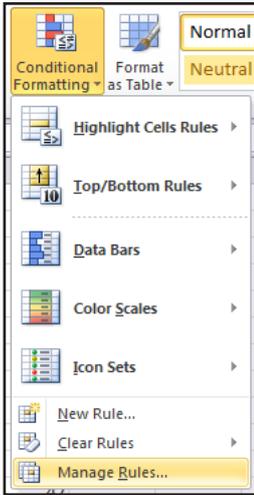


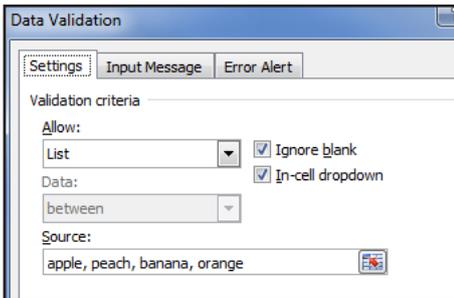
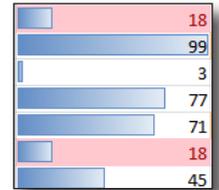
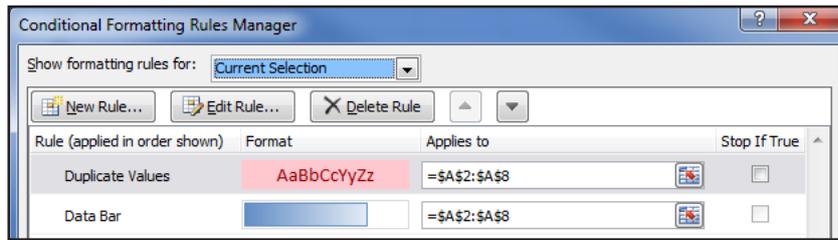
Using conditional formatting to highlight data

Conditional formatting is excellent at highlighting data of interest in a complex sheet.

Duplicates	Make a graph	Multi-colour shade	Top 10%	Classify	= "Orange"



Multiple rules can apply to cells. Click on **Conditional Formatting** and **Manage rules**.



Validating entries and using lists

Data can be validated using the **data** menu and **data validation**. The List validation provides a way of getting predictable answers in a column.



Region	Jan Sales	Feb Sales	Mar Sales	Apr Sales
North	3	21	33	33
South	14	1	45	99
East	167	31	22	4
West	0	0	15	38

Sparklines

Sparklines show trends in data for a quick visual cue without making a full graph.

	G	H
Apr Sales		
33	33	
45	99	
22	4	
15	38	

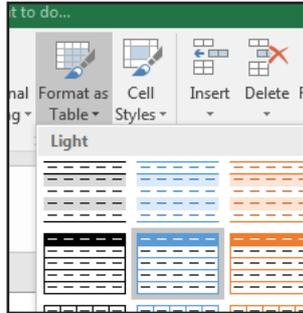
Click in the cell for the sparkline to go in, on the **insert** menu select **line** in the **sparklines** section and confirm where the source data is. The sparkline can be copied down.

Using a flexible list to control data entry in Excel 2016

A	B
1	
2	School
3	Art_Design_and_Computer_Science
4	Business_School
5	Education
6	Health_Sciences
7	Humanities_Religion_and_Philosophy
8	Languages_and_Linguistics
9	Performance_and_Media_Production
10	Psychological_and_Social_Sciences
11	Sport
12	Unknown
13	

Define the list

Type the list with a header. The list can be on a different tab from where you want to use it.



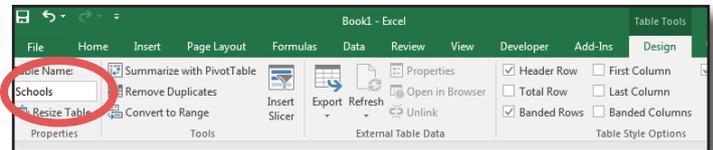
Click within the list and on the **Home** menu, click on **Format as Table** and select any colour.



Confirm the location and that the table has headers

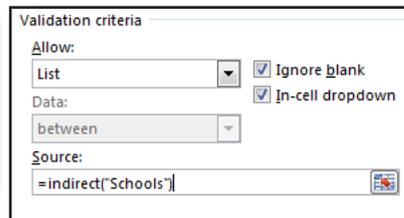
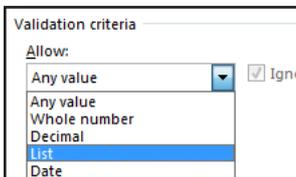
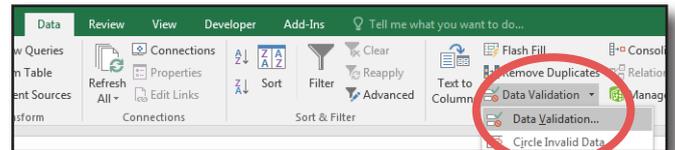
School
Art_Design_and_Computer_Science
Business_School
Education
Health_Sciences
Humanities_Religion_and_Philosophy
Languages_and_Linguistics
Performance_and_Media_Production
Psychological_and_Social_Sciences
Sport
Unknown

Click anywhere in the table and, on the **Table Tools Design** menu change the **table name** to something memorable



Use the list in data validation

Click on a cell to use for list entry and open Data validation from the Data menu.



Select list and for source enter **=indirect("tablename")** where tablename is replace with the name of your list table

The cell will now use the list for entries. This cell can be copied to use the list in other places.

School	Score
Education	
Art Design and Compute	
Business_School	
Education	
Health_Sciences	
Humanities_Religion_and	
Languages_and_Linguistic	
Performance_and_Media_f	
Psychological_and_Social	

Changing the list

Extra items will be added automatically to the source table if typed underneath.

Changes to the source table will only change future entries made.

School
Art_Design_and_Computer_Science
Business_School
Education
Health_Sciences
Humanities_Religion_and_Philosophy
Languages_and_Linguistics
Performance_and_Media_Production
Psychological_and_Social_Sciences
Sport
Unknown
Extra item