



Manage Data Cells and Ranges

Session: Manage Data Cells and Ranges

Manipulate Data > Paste Data by using Special Paste Options



Kumar is assigned a task to combine all the data placed month wise into a single work sheet.



What will Kumar do?, He will have to copy the data from several worksheets to a single one.

Let see how will Kumar perform this task.

Manipulate Data > Paste Data by using Special Paste Options

Copy and paste is one of the most performed actions in excel.

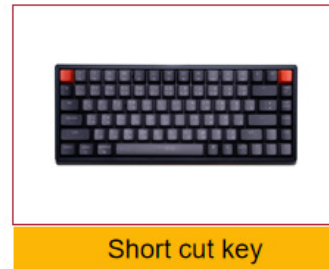
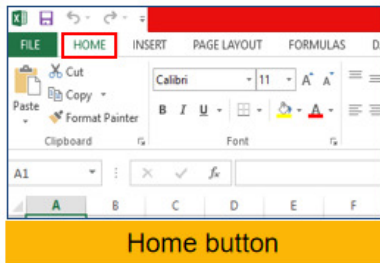
We use copy and paste to use the same data in multiple places in the computer.

Used in excel and also in other places like word, power point, notepad etc.



Copy & Paste

Manipulate Data >Paste Data by using Special Paste Options

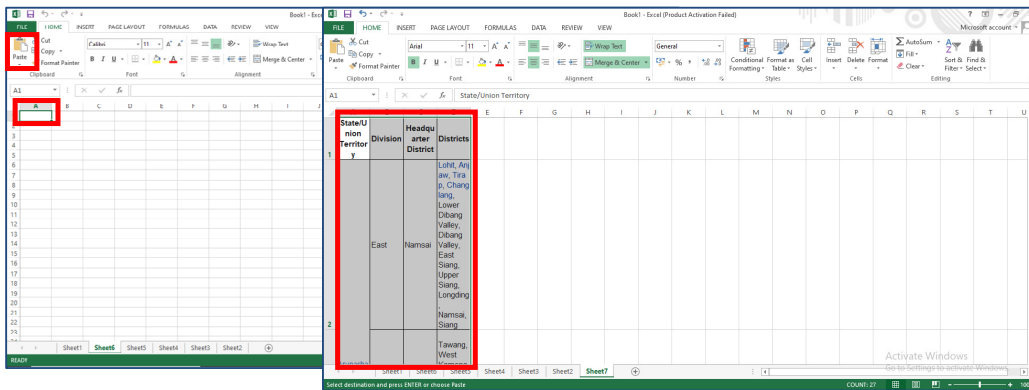


Manipulate Data >Paste Data by using Special Paste Options

1. Select the data which you wish to copy.
2. Click **Home**.
3. Select **Copy**.
4. Choose the place where you would like to copy the data
5. Click **Paste**.
6. The data is pasted.

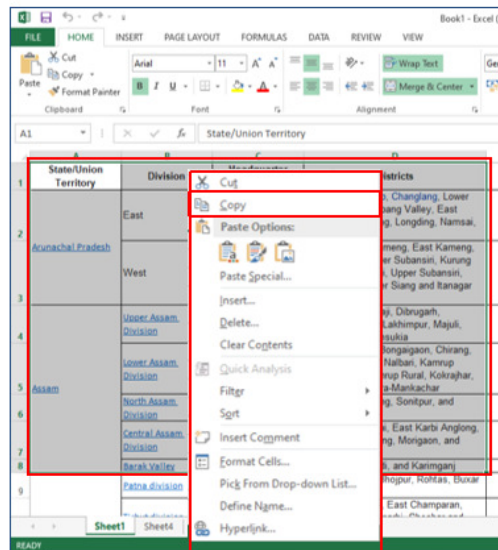
State/Union Territory	Division	Headquarter District	Districts
Assam	East	Namsai	Lohit, Anjaw, Tirap, Changlang, Lower Dibang Valley, Dibang Valley, East Siang, Upper Siang, Longding, Namsai, Siang
	West	Lower Subansiri	Tawang, West Kameng, East Kameng, Papum Para, Lower Subansiri, Kurung Kumey, Kira Daadi, Upper Subansiri, West Siang, Lower Siang and Itanagar Capital Complex
Assam	Upper Assam Division	Jorhat	Charaideo, Dhemaj, Dibrugarh, Golaghat, Jorhat, Lakhimpur, Majuli, Sivasagar, and Tinsukia
	Lower Assam Division	Guwahati	Baksa, Barpeta, Bongaigaon, Chirang, Dhubri, Goalpara, Nalbari, Kamrup Metropolitan, Kamrup Rural, Kokrajhar, and South Salmara-Masochar
	North Assam Division	Tezpur	Biswanath, Darrang, Sonitpur, and Udalguri
	Central Assam Division	Nagaon	Dima Hasao, Hojai, East Karbi Anglong, West Karbi Anglong, Morigaon, and Nagaon
Barak Valley	Silchar	Cachar, Hailakandi, and Karimganj	
Patna division	Patna	Patna, Vaishali, Bhagalpur, Rohtas, Buxar, and Kamur	
			West Champaran, East Champaran, Munger, Bhagalpur, Darbhanga

Manipulate Data > Paste Data by using Special Paste Options

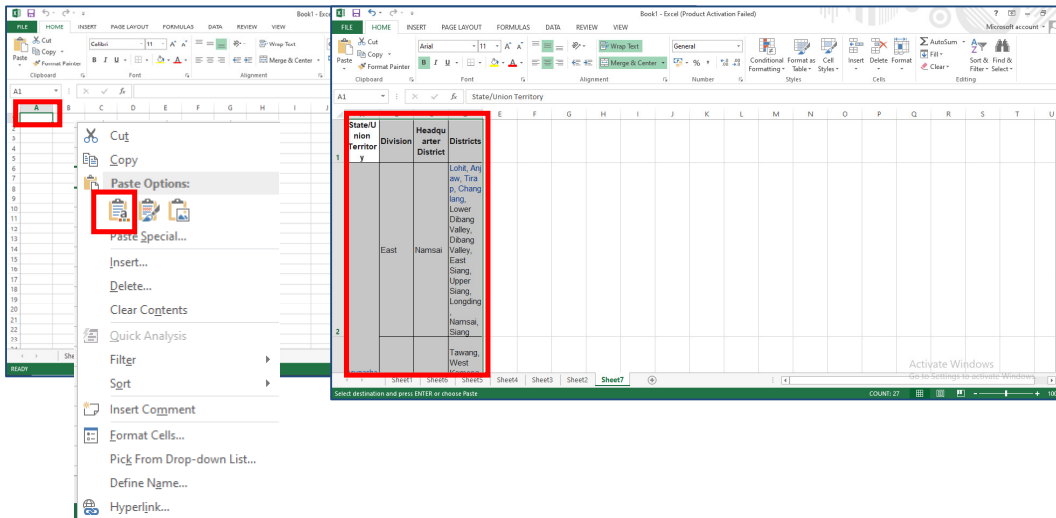


Manipulate Data > Paste Data by using Special Paste Options

1. Select the data you want to copy.
2. Right click the mouse, you will get the options to copy and paste.
3. Select copy, the data will be copied.
4. Select the place you would like to past the data.
5. Right click the mouse and select paste option.
6. The data will get pasted.



Manipulate Data > Paste Data by Using Special Paste Options



Manipulate Data > Paste Data by Using Special Paste Options

1. We use shortcut keys to speed up the process of pasting the data.
2. Select the data you want to copy.
3. Press ctrl+ C.
4. Select the place you would like to paste the data.
5. Press ctrl+ V.



Manipulate Data > Paste Data by Using Special Paste Options



Used the basic copy and paste feature and copied all the data from different work sheets into a single one.

Mathematical calculations were performed are showing error.

Copied Data

Year	January	February	March	April	May	June	Total
2011	15200%	26800%	12400%	15800%	48700%	15800%	1547
2012	4800%	24700%	22200%	34500%	29500%	25400%	1481
2013	30500%	23400%	24800%	-18000%	26700%	16600%	3991
2014	32100%	23600%	27800%	15500%	24500%	36900%	1764
2015	34800%	29900%	27800%	12400%	24800%	32100%	1828
2016	42200%	25600%	26100%	34700%	26100%	36500%	1911
2017	42500%	23400%	24700%	23500%	27900%	35400%	1754
2018	48500%	23100%	23100%	24600%	23400%	34800%	1752

Pasted Data

Year	January	February	March	April	May	June	Total
201100%	15200%	26800%	12400%	15800%	48700%	15800%	#VALUE!
201200%	4800%	24700%	22200%	34500%	29500%	25400%	#VALUE!
201300%	30500%	23400%	24800%	-18000%	26700%	16600%	#VALUE!
201400%	32100%	23600%	27800%	15500%	24500%	36900%	#VALUE!
201500%	34800%	29900%	27800%	12400%	24800%	32100%	#VALUE!
201600%	42200%	25600%	26100%	34700%	26300%	36500%	#VALUE!
201700%	42500%	23400%	24700%	23500%	27900%	35400%	#VALUE!
201800%	48500%	23100%	23100%	24600%	23400%	34800%	#VALUE!

The formatting is changed.

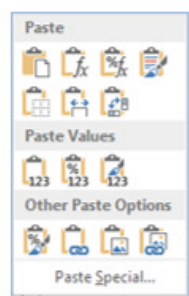
Manipulate Data > Paste Data by Using Special Paste Options

Copied Data

Year	January	February	March	April	May	June	Total
2011	15200%	26800%	12400%	15800%	48700%	15800%	1547
2012	4800%	24700%	22200%	34500%	29500%	25400%	1481
2013	30500%	23400%	24800%	-18000%	26700%	16600%	3991
2014	32100%	23600%	27800%	15500%	24500%	36900%	1764
2015	34800%	29900%	27800%	12400%	24800%	32100%	1828
2016	42200%	25600%	26100%	34700%	26100%	36500%	1911
2017	42500%	23400%	24700%	23500%	27900%	35400%	1754
2018	48500%	23100%	23100%	24600%	23400%	34800%	1752

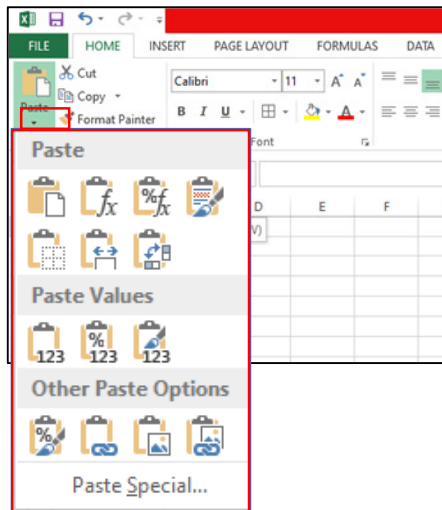
Pasted Data

Year	January	February	March	April	May	June	Total
201100%	15200%	26800%	12400%	15800%	48700%	15800%	#VALUE!
201200%	4800%	24700%	22200%	34500%	29500%	25400%	#VALUE!
201300%	30500%	23400%	24800%	-18000%	26700%	16600%	#VALUE!
201400%	32100%	23600%	27800%	15500%	24500%	36900%	#VALUE!
201500%	34800%	29900%	27800%	12400%	24800%	32100%	#VALUE!
201600%	42200%	25600%	26100%	34700%	26300%	36500%	#VALUE!
201700%	42500%	23400%	24700%	23500%	27900%	35400%	#VALUE!
201800%	48500%	23100%	23100%	24600%	23400%	34800%	#VALUE!



Year	January	February	March	April	May	June	Total
2011	15200%	26800%	12400%	15800%	48700%	15800%	1547
2012	4800%	24700%	22200%	34500%	29500%	25400%	1481
2013	30500%	23400%	24800%	-18000%	26700%	16600%	3991
2014	32100%	23600%	27800%	15500%	24500%	36900%	1764
2015	34800%	29900%	27800%	12400%	24800%	32100%	1828
2016	42200%	25600%	26100%	34700%	26300%	36500%	1911
2017	42500%	23400%	24700%	23500%	27900%	35400%	1754
2018	48500%	23100%	23100%	24600%	23400%	34800%	1752

Manipulate Data > Paste Data by Using Special Paste Options



Manipulate Data > Paste Data by Using Special Paste Options

Paste only formula present in the cell

Do not paste the formula in cells here

Short Cut
Ctrl + V + F

Manipulate Data > Paste Data by Using Special Paste Options

Paste just the formula and the number formatting

Original

Pasted with number formatting and formula

Short Cut

Ctrl + V + O

Manipulate Data > Paste Data by Using Special Paste Options

Paste the formula, the number formatting, font, font size, border, and shading of the original cell.

Original

Normal Paste

Pasted with source formatting

Short Cut

Ctrl + V + K

Manipulate Data > Paste Data by Using Special Paste Options

More Special Paste Options (7)

Original							
Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	152	208	124	158	487	358	1547
2012	48	247	222	345	295	254	1411
2013	365	214	248	-369	267	368	1093
2014	321	236	278	315	245	369	1764
2015	348	289	298	324	248	321	1828
2016	423	256	261	347	263	365	1915
2017	425	214	247	235	279	354	1754
2018	485	233	231	246	214	348	1757

Pasted with No border

Short Cut

Ctrl + V + B

Manipulate Data > Paste Data by Using Special Paste Options

Original								Normal Paste								Pasted with keep source column							
Year	Jan	Feb	Mar	Apr	May	Jun	Total	Year	Jan	Feb	Mar	Apr	May	Jun	Total	Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	152	208	124	158	487	358	1547	2011	152	208	124	158	487	358	1547	2011	152	208	124	158	487	358	1547
2012	48	247	222	345	295	254	1411	2012	48	247	222	345	295	254	1411	2012	48	247	222	345	295	254	1411
2013	365	214	248	-369	267	368	1093	2013	365	214	248	-369	267	368	1093	2013	365	214	248	-369	267	368	1093
2014	321	236	278	315	245	369	1764	2014	321	236	278	315	245	369	1764	2014	321	236	278	315	245	369	1764
2015	348	289	298	324	248	321	1828	2015	348	289	298	324	248	321	1828	2015	348	289	298	324	248	321	1828
2016	423	256	261	347	263	365	1915	2016	423	256	261	347	263	365	1915	2016	423	256	261	347	263	365	1915
2017	425	214	247	235	279	354	1754	2017	425	214	247	235	279	354	1754	2017	425	214	247	235	279	354	1754
2018	485	233	231	246	214	348	1757	2018	485	233	231	246	214	348	1757	2018	485	233	231	246	214	348	1757

Short Cut

Ctrl + V + W

Manipulate Data > Paste Data by Using Special Paste Options

Paste

Convert the columns of copied data to rows, and vice versa.

123 123 123

Other Paste Options

Paste Special...

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	152	268	124	158	487	358	1547
2012	48	247	222	345	295	254	1411
2013	365	214	248	-369	267	368	1093
2014	321	236	278	315	245	369	1764
2015	348	289	298	324	248	321	1828
2016	423	256	261	347	263	365	1915
2017	425	214	247	235	279	354	1754
2018	485	233	231	246	214	348	1757

Pasted with Transpose

Year	2011	2012	2013	2014	2015	2016	2017	2018
Jan	152	48	365	321	348	423	425	485
Feb	268	247	214	236	289	256	214	233
Mar	124	222	248	278	298	261	247	231
Apr	158	345	-369	315	324	347	235	246
May	487	295	267	245	248	263	279	214
Jun	358	254	368	369	321	365	354	348
Total	1547	1411	1093	1764	1828	1915	1754	1757

Short Cut

Ctrl + V + T

This option is used when you copy more than one cell.

Manipulate Data > Paste Data by Using Special Paste Options

Paste

Paste Values

123 123 123

Excludes the formula and paste just the result.

Paste Special...

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	152	268	124	158	487	358	1547
2012	48	247	222	345	295	254	1411
2013	365	214	248	-369	267	368	1093
2014	321	236	278	315	245	369	1764
2015	348	289	298	324	248	321	1828
2016	423	256	261	347	263	365	1915
2017	425	214	247	235	279	354	1754
2018	485	233	231	246	214	348	1757

Pasted with Value

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	152	268	124	158	487	358	1547
2012	48	247	222	345	295	254	1411
2013	365	214	248	-369	267	368	1093
2014	321	236	278	315	245	369	1764
2015	348	289	298	324	248	321	1828
2016	423	256	261	347	263	365	1915
2017	425	214	247	235	279	354	1754
2018	485	233	231	246	214	348	1757

Short Cut

Ctrl + V

Manipulate Data > Paste Data by Using Special Paste Options

Paste Values

Paste the number as well as the number formatting.

Paste Special...

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 269.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 258.00	₹ 1,847.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 274.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,831.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 349.00	₹ 299.00	₹ 298.00	₹ 324.00	₹ 249.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 296.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 361.00	₹ 1,915.00
2017	₹ 425.00	₹ 274.00	₹ 247.00	₹ 233.00	₹ 279.00	₹ 354.00	₹ 1,734.00
2018	₹ 485.00	₹ 233.00	₹ 221.00	₹ 245.00	₹ 214.00	₹ 348.00	₹ 1,737.00

Pasted only the number and number formatting

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 269.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 258.00	₹ 1,847.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 274.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,831.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 349.00	₹ 299.00	₹ 298.00	₹ 324.00	₹ 249.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 296.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 361.00	₹ 1,915.00
2017	₹ 425.00	₹ 274.00	₹ 247.00	₹ 233.00	₹ 279.00	₹ 354.00	₹ 1,734.00
2018	₹ 485.00	₹ 233.00	₹ 221.00	₹ 245.00	₹ 214.00	₹ 348.00	₹ 1,737.00

Short Cut

Ctrl + V + A

Manipulate Data > Paste Data by Using Special Paste Options

Paste Values

Paste the values, the number formatting, font, font size, border, and shading of the original cell.

Paste Special...

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 269.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 258.00	₹ 1,847.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 274.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,831.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 349.00	₹ 299.00	₹ 298.00	₹ 324.00	₹ 249.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 296.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 361.00	₹ 1,915.00
2017	₹ 425.00	₹ 274.00	₹ 247.00	₹ 233.00	₹ 279.00	₹ 354.00	₹ 1,734.00
2018	₹ 485.00	₹ 233.00	₹ 221.00	₹ 245.00	₹ 214.00	₹ 348.00	₹ 1,737.00

Normal Paste

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 269.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 258.00	₹ 1,847.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 274.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,831.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 349.00	₹ 299.00	₹ 298.00	₹ 324.00	₹ 249.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 296.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 361.00	₹ 1,915.00
2017	₹ 425.00	₹ 274.00	₹ 247.00	₹ 233.00	₹ 279.00	₹ 354.00	₹ 1,734.00
2018	₹ 485.00	₹ 233.00	₹ 221.00	₹ 245.00	₹ 214.00	₹ 348.00	₹ 1,737.00

Pasted using Values and Source Formatting

Short Cut

Ctrl + V + E

Manipulate Data > Paste Data by Using Special Paste Options

Paste

Paste Values

Other Paste Options

Paste only the formatting of the selected cell.

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 268.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 358.00	₹ 1,547.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 214.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,093.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 348.00	₹ 289.00	₹ 298.00	₹ 324.00	₹ 248.00	₹ 321.00	₹ 1,828.00
2016	₹ 423.00	₹ 256.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 365.00	₹ 1,915.00
2017	₹ 425.00	₹ 214.00	₹ 247.00	₹ 235.00	₹ 279.00	₹ 354.00	₹ 1,754.00
2018	₹ 485.00	₹ 233.00	₹ 231.00	₹ 246.00	₹ 214.00	₹ 348.00	₹ 1,757.00

Only formatting is pasted

Short Cut

Ctrl + V + R

Manipulate Data > Paste Data by Using Special Paste Options

Paste

Paste Values

Other Paste Options

Link the data with the formula and values.

Original

Year	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 152.00	₹ 268.00	₹ 124.00	₹ 158.00	₹ 487.00	₹ 400.00	₹ 1,589.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 295.00	₹ 254.00	₹ 1,411.00
2013	₹ 365.00	₹ 214.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,093.00
2014	₹ 321.00	₹ 236.00	₹ 278.00	₹ 315.00	₹ 245.00	₹ 369.00	₹ 1,764.00
2015	₹ 348.00	₹ 289.00	₹ 298.00	₹ 324.00	₹ 248.00	₹ 321.00	₹ 1,828.00
2016	₹ 423.00	₹ 256.00	₹ 261.00	₹ 347.00	₹ 263.00	₹ 365.00	₹ 1,915.00
2017	₹ 425.00	₹ 214.00	₹ 247.00	₹ 235.00	₹ 279.00	₹ 354.00	₹ 1,754.00
2018	₹ 485.00	₹ 233.00	₹ 231.00	₹ 246.00	₹ 214.00	₹ 348.00	₹ 1,757.00

Paste Link

₹ 1,589.00
₹ 1,411.00
₹ 1,093.00
₹ 1,764.00
₹ 1,828.00
₹ 1,915.00
₹ 1,754.00
₹ 1,757.00

Short Cut

Ctrl + V + N

Manipulate Data > Paste Data by Using Special Paste Options

The screenshot shows the 'Paste' menu with 'Other Paste Options' expanded. The 'Picture' option is highlighted with a red box. A callout box points to this option with the text: "Paste the data in the cell as a picture." To the right, two tables are shown: 'Original' and 'Picture'. The 'Original' table is a standard data table, while the 'Picture' table shows the same data as a small image within a cell. A keyboard icon shows the shortcut **Ctrl + V + U**.

	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 132.00	₹ 268.00	₹ 124.00	₹ 156.00	₹ 467.00	₹ 400.00	₹ 1,588.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 267.00	₹ 254.00	₹ 1,493.00
2013	₹ 363.00	₹ 214.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,839.00
2014	₹ 327.00	₹ 236.00	₹ 279.00	₹ 315.00	₹ 245.00	₹ 268.00	₹ 1,764.00
2015	₹ 348.00	₹ 289.00	₹ 296.00	₹ 324.00	₹ 248.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 256.00	₹ 281.00	₹ 347.00	₹ 263.00	₹ 363.00	₹ 1,915.00
2017	₹ 428.00	₹ 214.00	₹ 247.00	₹ 238.00	₹ 279.00	₹ 354.00	₹ 1,754.00
2018	₹ 495.00	₹ 223.00	₹ 221.00	₹ 249.00	₹ 214.00	₹ 348.00	₹ 1,757.00

	Jan	Feb	Mar	Apr	May	Jun	Total
2011	₹ 132.00	₹ 268.00	₹ 124.00	₹ 156.00	₹ 467.00	₹ 400.00	₹ 1,588.00
2012	₹ 48.00	₹ 247.00	₹ 222.00	₹ 345.00	₹ 267.00	₹ 254.00	₹ 1,493.00
2013	₹ 363.00	₹ 214.00	₹ 248.00	₹ 369.00	₹ 267.00	₹ 368.00	₹ 1,839.00
2014	₹ 327.00	₹ 236.00	₹ 279.00	₹ 315.00	₹ 245.00	₹ 268.00	₹ 1,764.00
2015	₹ 348.00	₹ 289.00	₹ 296.00	₹ 324.00	₹ 248.00	₹ 327.00	₹ 1,828.00
2016	₹ 423.00	₹ 256.00	₹ 281.00	₹ 347.00	₹ 263.00	₹ 363.00	₹ 1,915.00
2017	₹ 428.00	₹ 214.00	₹ 247.00	₹ 238.00	₹ 279.00	₹ 354.00	₹ 1,754.00
2018	₹ 495.00	₹ 223.00	₹ 221.00	₹ 249.00	₹ 214.00	₹ 348.00	₹ 1,757.00

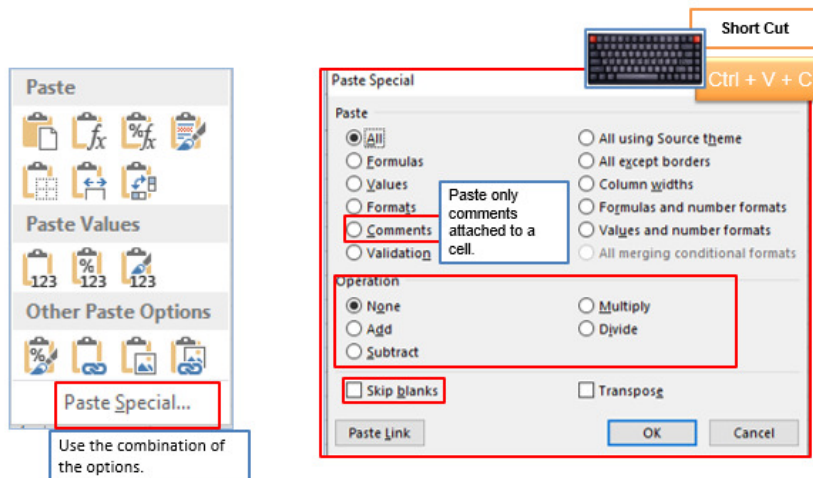
Manipulate Data > Paste Data by Using Special Paste Options

The screenshot shows the 'Paste' menu with 'Other Paste Options' expanded. The 'Linked Picture' option is highlighted with a red box. A callout box points to this option with the text: "Paste the contents of another cell in the form of a picture." To the right, two tables are shown: 'Original' and 'Linked Picture'. The 'Original' table is a standard data table, while the 'Linked Picture' table shows the same data as a small image within a cell. A keyboard icon shows the shortcut **Ctrl + V + I**.

	Total
2011	₹ 350.00
2012	₹ 800.00
2013	₹ 2,000.00
2014	₹ 150.00
2015	₹ 900.00
2016	₹ 2,000.00
2017	₹ 1,500.00
2018	₹ 360.00

	Total
2011	₹ 350.00
2012	₹ 800.00
2013	₹ 2,000.00
2014	₹ 150.00
2015	₹ 900.00
2016	₹ 2,000.00
2017	₹ 1,500.00
2018	₹ 360.00

Manipulate Data > Paste Data by Using Special Paste Options



Short Cut
Ctrl + V + C

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments
- Validation

Paste only comments attached to a cell.

- All using Source theme
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats
- All merging conditional formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide






Skip blanks

Transpose

Paste Link OK Cancel

Paste Special...
Use the combination of the options.

Manipulate Data > Paste Data by Using Special Paste Options

Adds the copied data to the data in the destination cell(s).	 Short Cut Ctrl + V + A
Subtracts the copied data from the data in the destination cell(s).	 Short Cut Ctrl + V + S
Multiply the copied data by the data in the destination cell(s).	 Short Cut Ctrl + V + M
Divide the copied data by the data in the destination cell(s).	 Short Cut Ctrl + V + D
Prevent replacing the values in the destination range with blank cells that occur in the copied range.	 Short Cut Ctrl + V + B

Manipulate Data > Fill Cells by using Auto Fill



Priya was asked to prepare a work book with serial numbers and date and time prior to entering the data.

It will become a laborious task to prepare it.

Priya would normally enter each serial number, type in the date and the time.

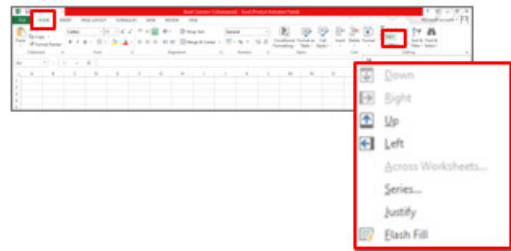
How can we help Priya to reduce her effort?

Priya can use the autofill option in excel.

Four horizontal lines for writing a response.

Manipulate Data > Fill Cells by using Auto Fill

1. Auto fill feature in excel is used to automatically fill a series of cells.
2. It is done when the data series is in order or a sequence.
3. **Home>Editing>Fill** drop down.
4. Displays several options.



Examples:

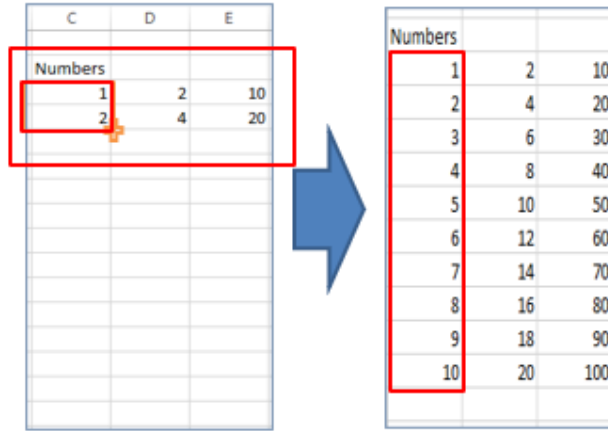


Four horizontal lines for writing examples.

Manipulate Data > Fill Cells by using Auto Fill



1. Enter the first two numbers either in the rows or columns.
2. The numbers can be 1 and 2, 2 and 4, 10 and 20 and so on.
3. Select the two rows.
4. Drag the **fill handle** until the row you desire to get filled
5. Release the **drag handle**.
6. The numbers get auto filled.



Manipulate Data > Fill Cells by using Auto Fill



1. Enter JAN for January in a cell
2. Drag the fill handle down
3. Auto fill automatically fills in the month names

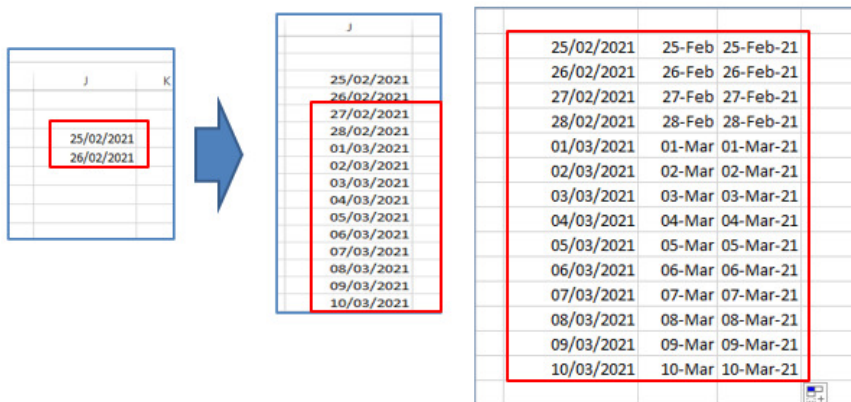
C	D
JAN	January
FEB	February
MAR	March
APR	April
MAY	May
JUN	June
JUL	July
AUG	August
SEP	September
OCT	October
NOV	November
DEC	December

Manipulate Data > Fill Cells by using Auto Fill



1. Enter the day as MON Monday.
2. Drag the fill handle down
3. Auto fill automatically fills the day's names in the format you have entered
4. If you notice, it doesn't stop at Sunday, the sequence continues.

Manipulate Data > Fill Cells by using Auto Fill



Manipulate Data > Fill Cells by using Auto Fill



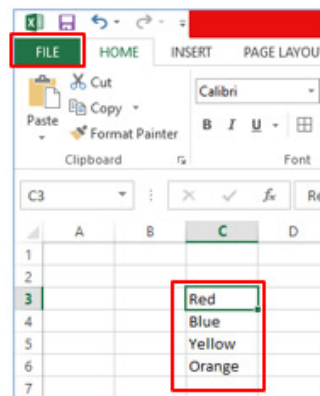
	A
1	
2	
3	
4	
5	
6	

	A
1	
2	
3	
4	
5	
6	

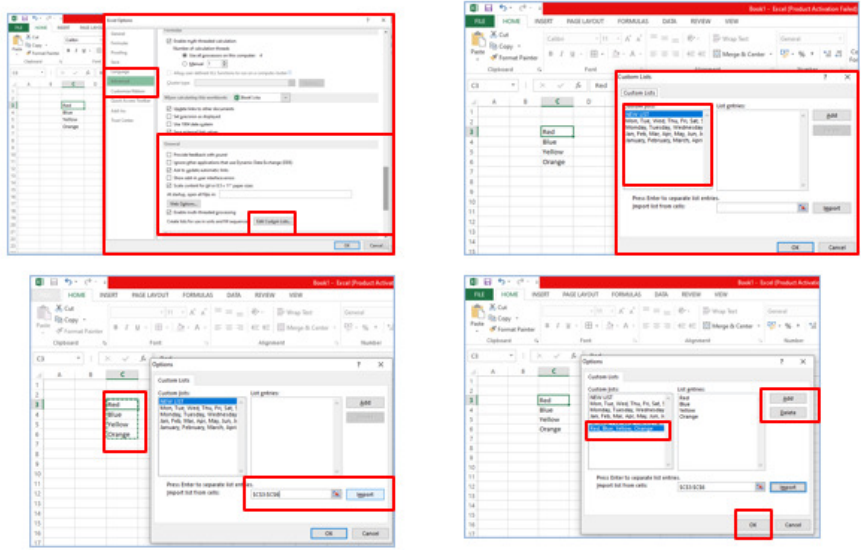
Manipulate Data > Fill Cells by using Auto Fill



- Custom list** option is used to create a custom list when excel doesn't recognize a list.
- Prepare a custom list.
- Select **File>Options**
- Click **Advanced**
- Scroll down to **General**
- Click the **Edit custom list** button.
- Custom Lists** pop- up box opens.
- Here you can see already existing custom list.
- Select the cell range to create a custom list
- Click **Import**
- The custom list gets added
- You can **Add** or **Delete** data
- You can also delete a custom list from here.
- Click **OK**.
- The custom list gets created.



Manipulate Data



Manipulate Data > Fill Cells by using Auto Fill

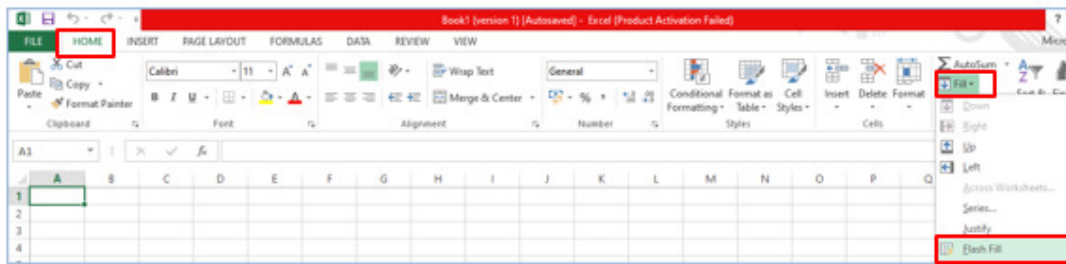


1. Flash fill automatically fills in the value.
2. Select the list of data, from which you desire to extract specific data.
3. Enter a couple of examples next to the list.
4. Press **CTRL + E**.
5. A list gets displayed.

	A	B	C	D	E	F	G	H
1	NETJR/4645/CVKFRS	4645						
2	HPDHFH/9234/FGFHB	9234						
3	BVCMU/51857/FALPG	51857						
4	DFFLAZ/652/FWQOP	652						
5	WMPOFD/3/FSIQLX	3						
6	TRPMC/729/HJEIPNW	729						
7								



Manipulate Data



Manipulate Data > Fill Cells by using Auto Fill



1. The SEQUENCE function generates a two-dimensional array.
2. =SEQUENCE(No. of Rows, No. of Columns, Starting number, Step)
3. Example: =SEQUENCE(7,4,0,5), where Rows = 7, Columns = 4, Start = 0, Step = 5.

	A	B	C	D	E	F	G	H	I
1	0	5	10	15					
2	20	25	30	35					
3	40	45	50	55					
4	60	65	70	75					
5	80	85	90	95					
6	100	105	110	115					
7	120	125	130	135					
8									

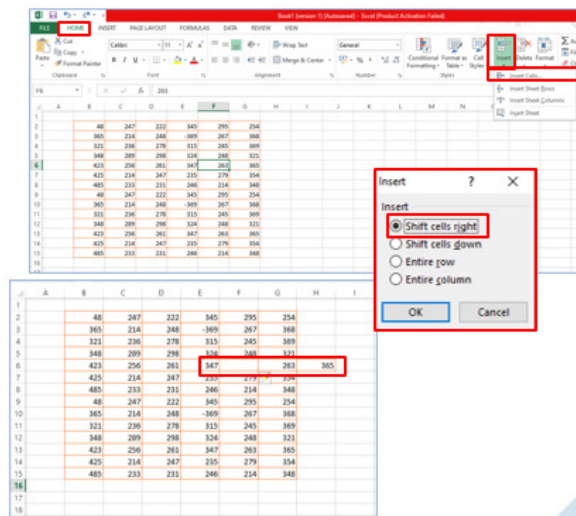
The formula bar shows the formula: =SEQUENCE(7,4,0,5)

Manipulate Data >Insert and Delete Multiple Columns or Rows

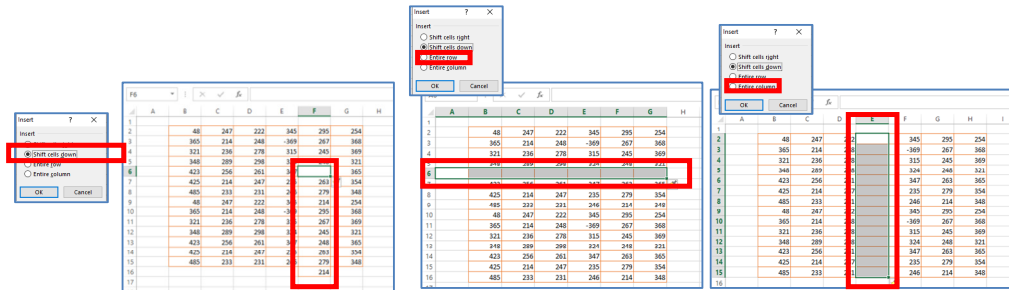
Year	January	February	March	April	May	June	July	August	September	October	November	December
2001	15200%	26800%	12400%	15800%	48700%	35800%	15200%	26800%	12400%	15800%	48700%	35800%
2002	4800%	24700%	22200%	34500%	29500%	25400%	4800%	24700%	22200%	34500%	29500%	25400%
2003	36500%	21400%	24800%	-36900%	26700%	36800%	36500%	21400%	24800%	-36900%	26700%	36800%
2004	32100%	23600%	27800%	31500%	24500%	36900%	32100%	23600%	27800%	31500%	24500%	36900%
2005	34800%	28900%	29800%	32400%	24800%	32100%	34800%	28900%	29800%	32400%	24800%	32100%
2006	42300%	25600%	26100%	34700%	26300%	36500%	42300%	25600%	26100%	34700%	26300%	36500%
2007	42500%	21400%	24700%	23500%	27900%	35400%	42500%	21400%	24700%	23500%	27900%	35400%
2008	48500%	23300%	23100%	24600%	21400%	34800%	48500%	23300%	23100%	24600%	21400%	34800%
2009	15200%	26800%	12400%	15800%	48700%	35800%	15200%	26800%	12400%	15800%	48700%	35800%
2010	4800%	24700%	22200%	34500%	29500%	25400%	4800%	24700%	22200%	34500%	29500%	25400%
2011	36500%	21400%	24800%	-36900%	26700%	36800%	36500%	21400%	24800%	-36900%	26700%	36800%
2012	32100%	23600%	27800%	31500%	24500%	36900%	32100%	23600%	27800%	31500%	24500%	36900%
2013	34800%	28900%	29800%	32400%	24800%	32100%	34800%	28900%	29800%	32400%	24800%	32100%
2014	42300%	25600%	26100%	34700%	26300%	36500%	42300%	25600%	26100%	34700%	26300%	36500%
2015	42500%	21400%	24700%	23500%	27900%	35400%	42500%	21400%	24700%	23500%	27900%	35400%
2016	48500%	23300%	23100%	24600%	21400%	34800%	48500%	23300%	23100%	24600%	21400%	34800%
2017	42300%	25600%	26100%	34700%	26300%	36500%	42300%	25600%	26100%	34700%	26300%	36500%
2018	42500%	21400%	24700%	23500%	27900%	35400%	42500%	21400%	24700%	23500%	27900%	35400%
2019	48500%	23300%	23100%	24600%	21400%	34800%	48500%	23300%	23100%	24600%	21400%	34800%
2020	15200%	26800%	12400%	15800%	48700%	35800%	15200%	26800%	12400%	15800%	48700%	35800%
2021	4800%	24700%	22200%	34500%	29500%	25400%	4800%	24700%	22200%	34500%	29500%	25400%

Manipulate Data >Insert and Delete Multiple Columns or Rows

1. Go to **Home**
2. Select **Insert** drop down under **Cells**.
3. Click **Insert Cells**
4. **Insert** pop-up box appears
5. If you choose **Shift cells right** and click **OK**.
6. New cell will be added shifting the existing cells to right.
7. If you choose **Shift cells down** and click **OK**.
8. New cell will be added shifting the existing cells down.
9. If you choose **Entire row**, and click **OK**.
10. A new row is added above the selected row
11. Similarly, If you choose **Entire column** and click **OK**.
12. A new column is added on towards the left side of the

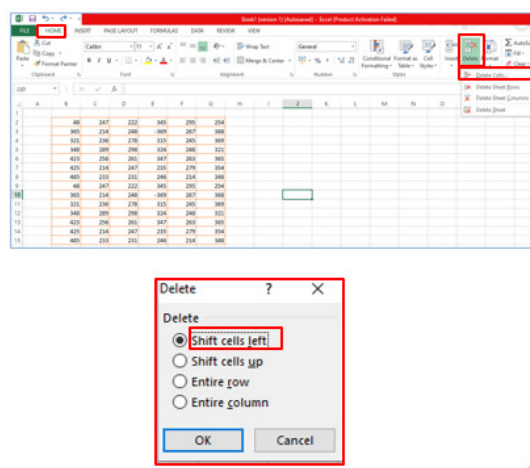


Manipulate Data >Insert and Delete Multiple Columns or Rows



Manipulate Data >Insert and Delete Multiple Columns or Rows

1. Columns and rows are deleted in the same way as inserting columns and rows.
2. Go to **Home**.
3. Select **Delete** drop down under **Cells**.
4. Click **Delete Cells**.
5. **Delete** pop-up box appears.
6. If you choose **Shift cells left** and click **OK**.
7. The selected cell gets deleted and the cells get shifted to its left.
8. If you choose **Shift cells up** and click **OK**.
9. The selected cell gets deleted and the cells get moved up.
10. If you choose **Entire row**, and click **OK**.
11. The select row gets deleted and the remaining rows move up.
12. Similarly, If you choose **Entire column** and click **OK**.
13. The selected column gets deleted and the columns gets moved towards its left.



Manipulate Data >Insert and Delete Multiple Columns or Rows

The sequence shows the following steps:

- Initial spreadsheet with columns A through G.
- Selection of columns D, E, and F.
- First 'Delete' dialog box: 'Entire column' is selected.
- Second 'Delete' dialog box: 'Entire column' is selected.
- Third 'Delete' dialog box: 'Entire column' is selected.
- Final spreadsheet after deleting columns D, E, and F, with columns A, B, C, G, and H remaining.

Manipulate Data >Insert and Delete Multiple Columns or Rows

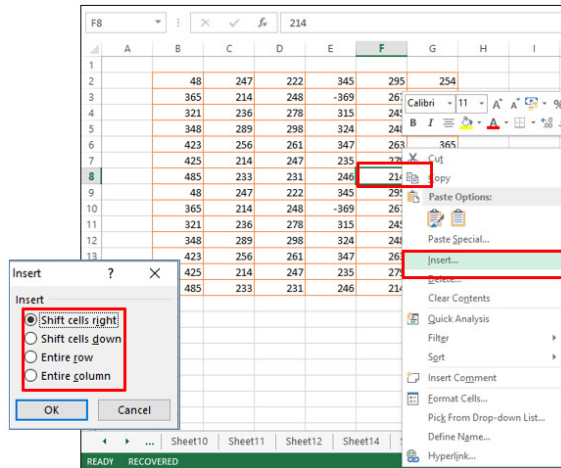
The screenshots illustrate the deletion of a single column:

- Initial spreadsheet with columns A through G.
- Selection of column E.
- Final spreadsheet after deleting column E, with columns A, B, C, D, F, and G remaining.

Manipulate Data >Insert and Delete Multiple Columns or Rows

Shortcut Method:

1. To insert a Cell, row or a column.
2. Select the cell, row or a column and right click the mouse.
3. You will find several options.
4. Select **Insert**, to insert cell, row or a column.
5. **Insert** pop-up box appears.
6. Choose the necessary action and click **OK**.

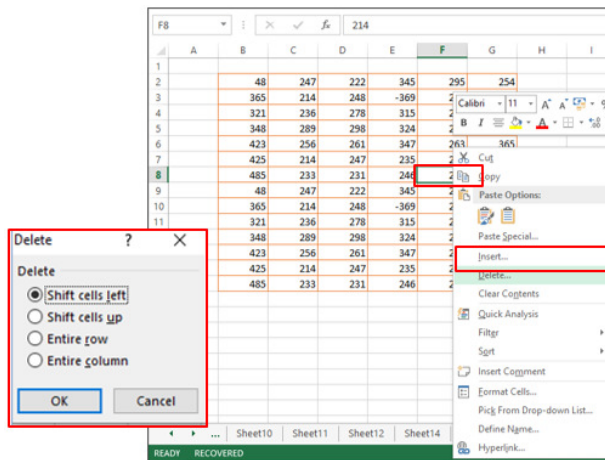


To insert more than one cell, row or column, select the number of cells, row or columns you wish to insert and perform the insert function.

Manipulate Data >Insert and Delete Multiple Columns or Rows

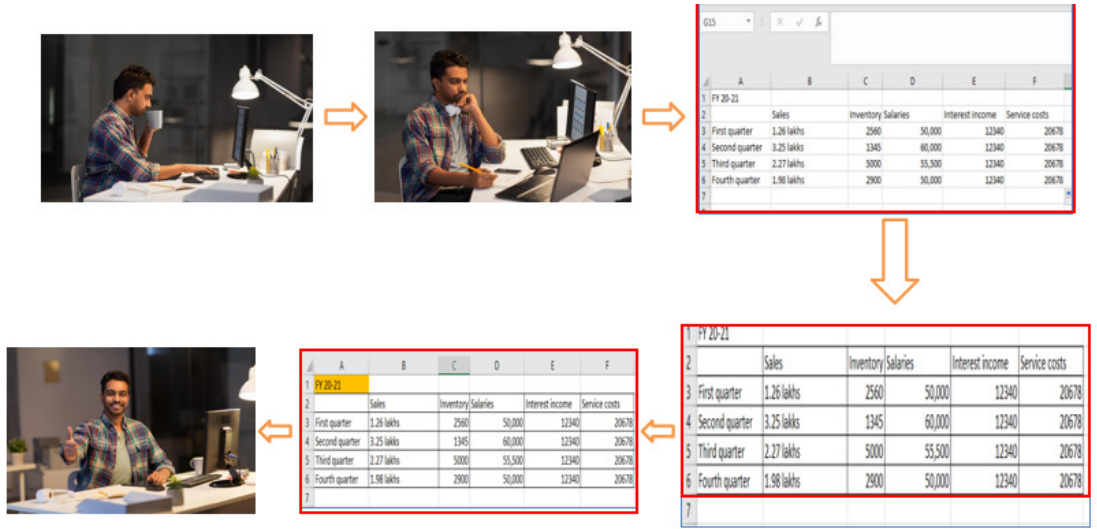
Shortcut Method:

1. To delete a cell, a row or a column.
2. Select the cell, row or a column and right click the mouse.
3. You will find several options.
4. Select **Delete**, to delete a cell, row or a column.
5. **Delete** pop-up box appears.
6. Choose the necessary action and click **OK**.



To delete more than one cell, row or column, select and perform the delete function.

Format Cells and Ranges>Format Cells and Ranges



Manipulate Data >Format Cells and Ranges

- You have another alignment option: Merge and center
- This action is performed .when you want to select one or more cells and merge them into a single larger cell
- The contents will be centered

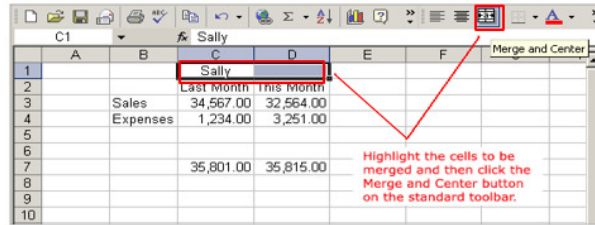


Format Cells and Ranges >Format Cells and Ranges

1. The image shows the sales and expenses data for Sally for two months.
2. In this example, we want Sally in the middle of the table.
3. Select the cells you want to merge. It can be cells in a column, row, or both columns and rows.
4. Click the **Merge & Center** button.

	A	B	C	D	E	F
1			Sally			
2			Last Month	This Month		
3		Sales	34,567.00	32,564.00		
4		Expenses	1,234.00	3,251.00		
5						
6						
7			35,801.00	35,815.00		
8						
9						

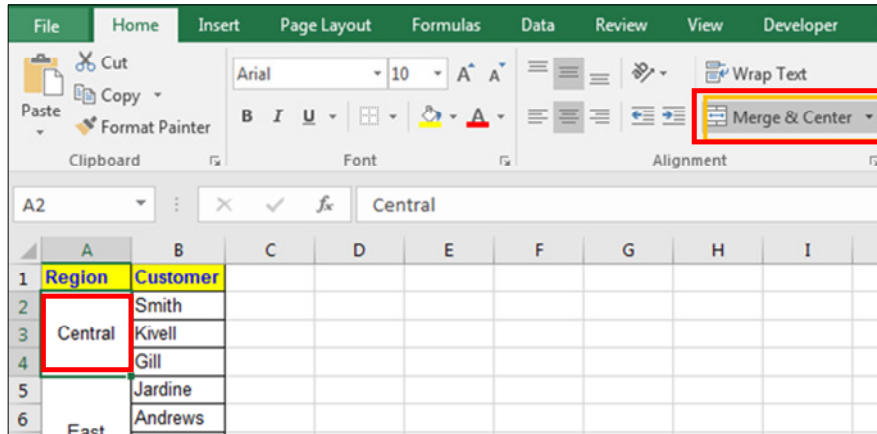
We would like to see Sally's name centered over both cell C1 and D1.



Format Cells and Ranges >Format Cells and Ranges

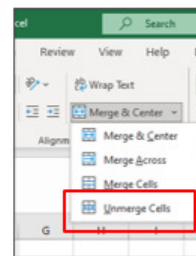
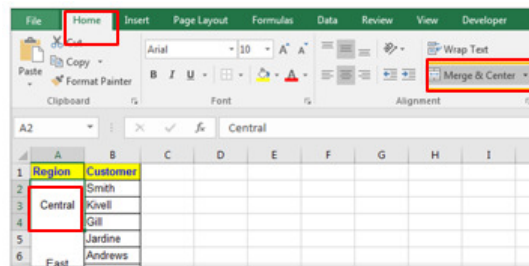
	A	B	C	D	E
1			Sally		
2			Last Month	This Month	
3		Sales	34,567.00	32,564.00	
4		Expenses	1,234.00	3,251.00	
5					
6					
7			35,801.00	35,815.00	
8					

Format Cells and Ranges >Format Cells and Ranges



Format Cells and Ranges >Format Cells and Ranges

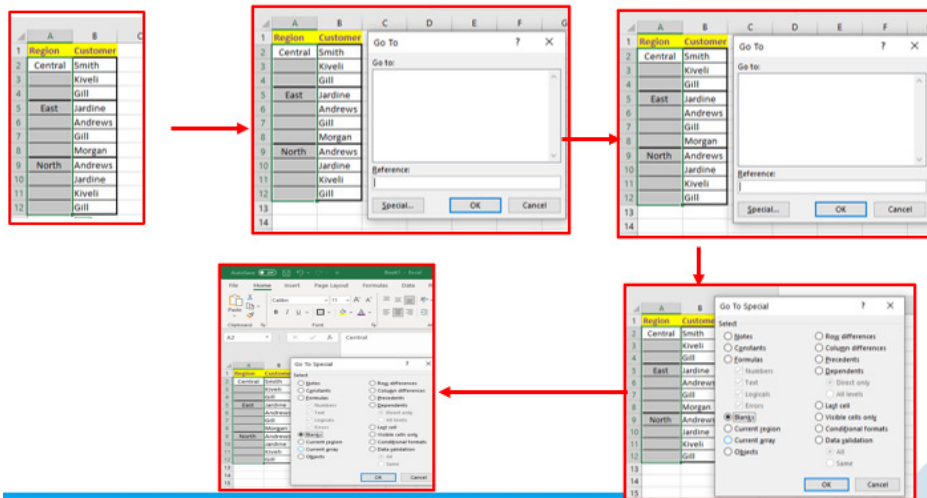
1. Select merged cells.
2. Go to **Home** tab> click on "**Merge & Center**" dropdown in the **Alignment** group.
3. Click the **Unmerge Cells** option.



Format Cells and Ranges >Format Cells and Ranges

	A	B
1	Region	Customer
2	Central	Smith
3		Kivell
4		Gill
5	East	Jardine
6		Andrews
7		Gill
8		Morgan
9	North	Andrews
10		Jardine
11		Kivell
12		Gill
13		

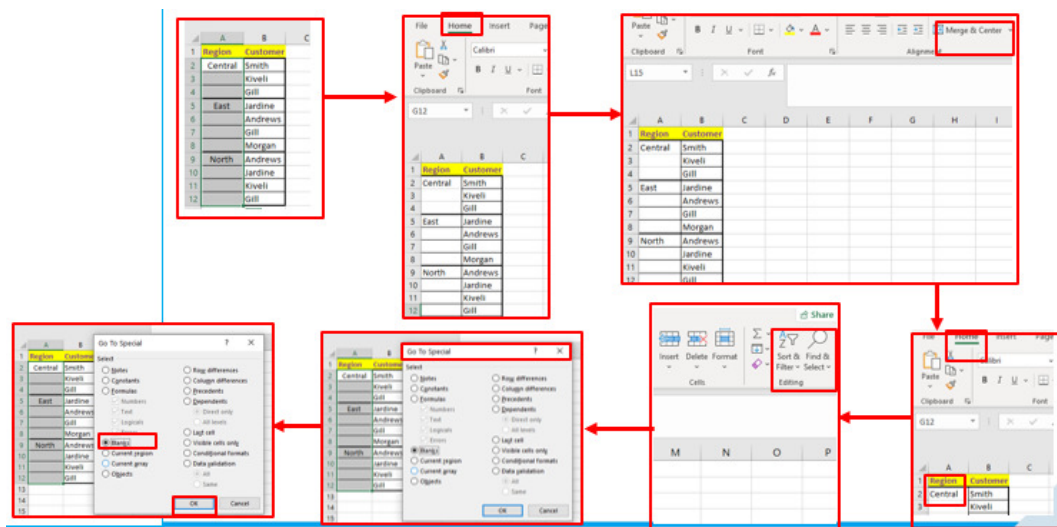
Format Cells and Ranges >Format Cells and Ranges



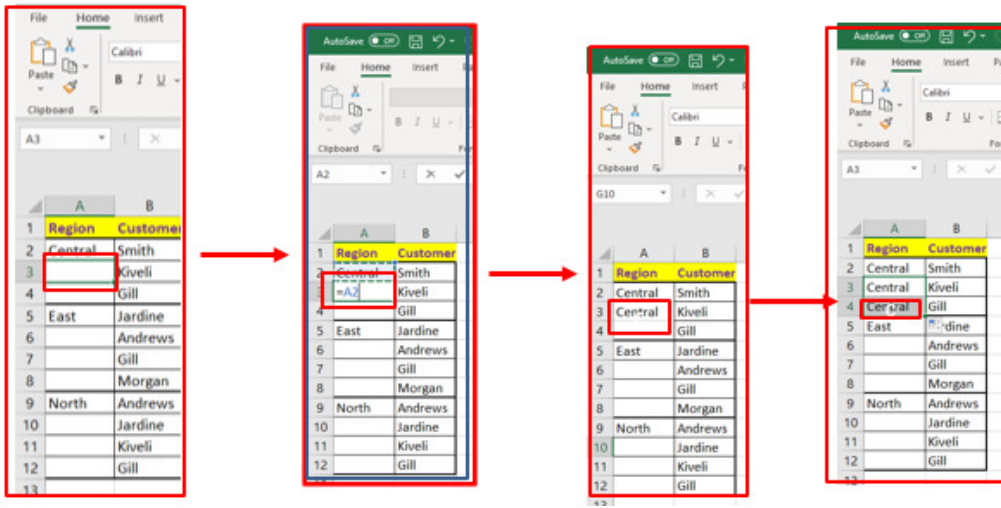
Format Cells and Ranges >Format Cells and Ranges

1. Select the data.
2. Go to **Home** tab
3. Click **Merge & Center** button
4. This will only separate the upper left merged cells. To split all data, go to home tab
5. In editing group, click Find & Select
6. Click Go To Special.
7. Click on **Blank** and click **OK**.

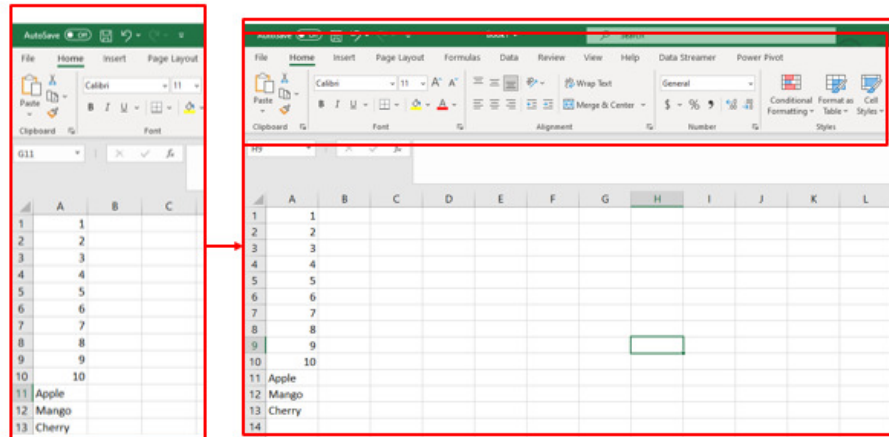
Format Cells and Ranges>Format Cells and Ranges



Format Cells and Ranges >Format Cells and Ranges



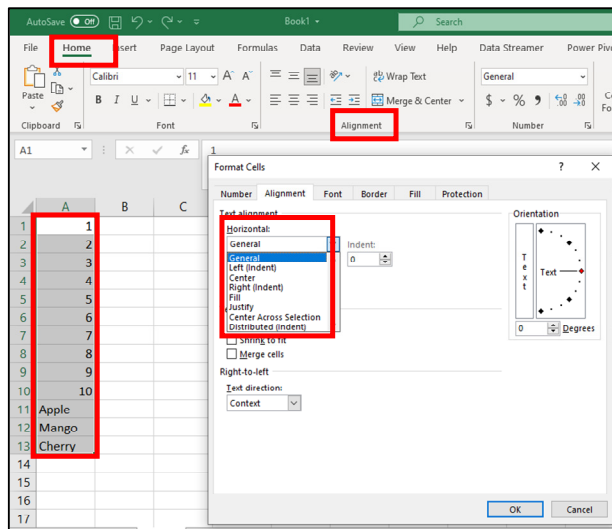
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



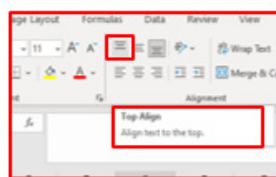
Microsoft Excel aligns numbers to the bottom-right of cells and text to the bottom-left

Change the default alignment by using the ribbon, keyboard shortcuts, Format Cells dialog or by setting your own custom number format.

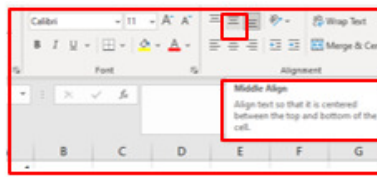
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



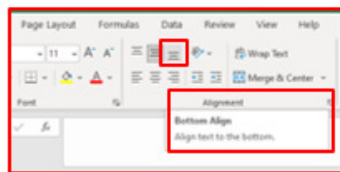
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



Top Alignment

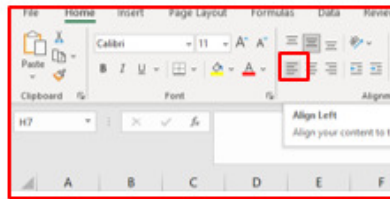


Middle Alignment

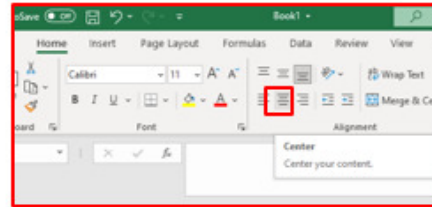


Bottom Alignment

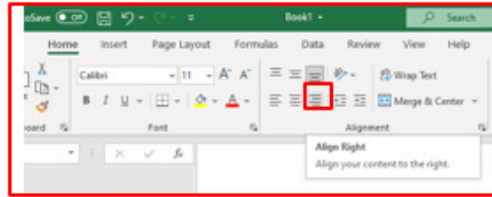
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



Left Alignment



Center Alignment



Right Alignment

Manipulate Data >Modify Cell Alignment, Orientation and Indentation



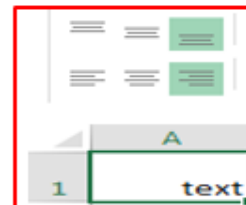
Align to upper left



Center in the middle of the cell



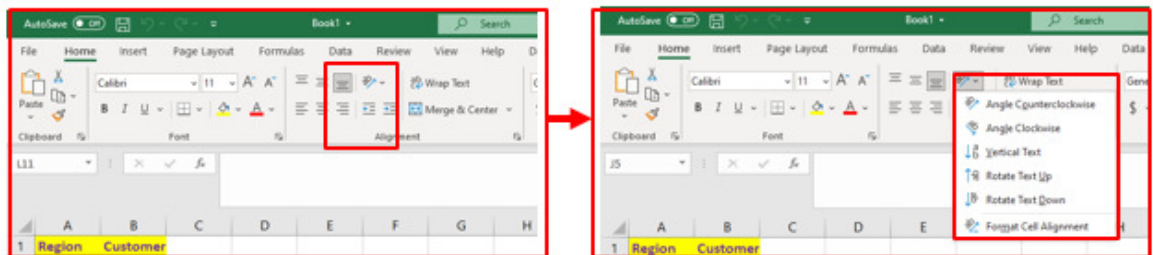
Align to bottom right



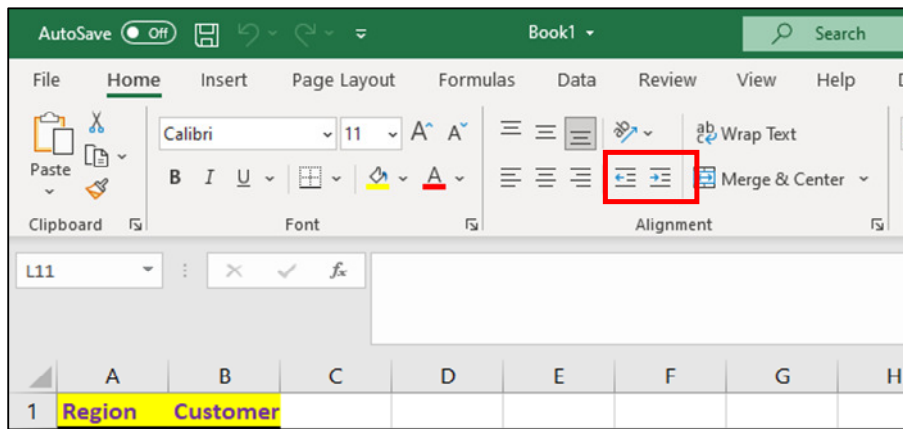
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation

Alignment	Shortcut keys
Top alignment	Alt + H then A + T
Middle alignment	Alt + H then A + M
Bottom alignment	Alt + H then A + B
Left alignment	Alt + H then A + L
Center alignment	Alt + H then A + C
Right alignment	Alt + H then A + R

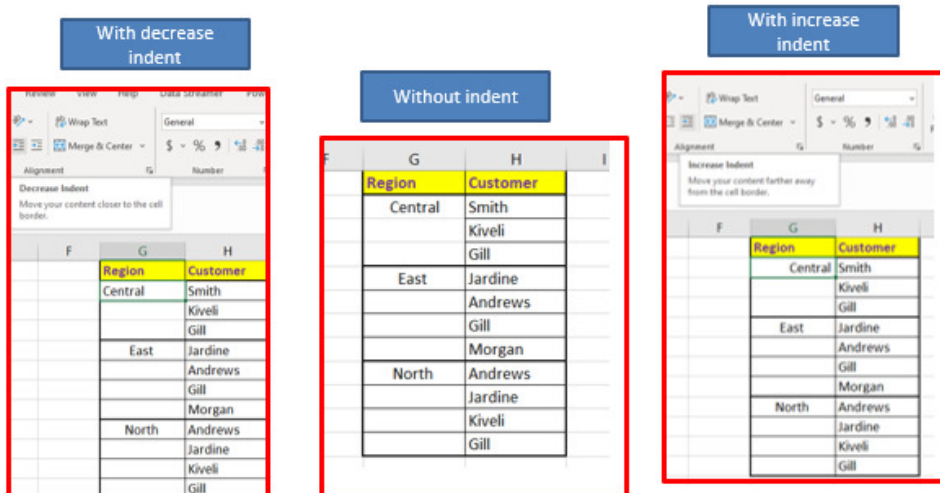
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



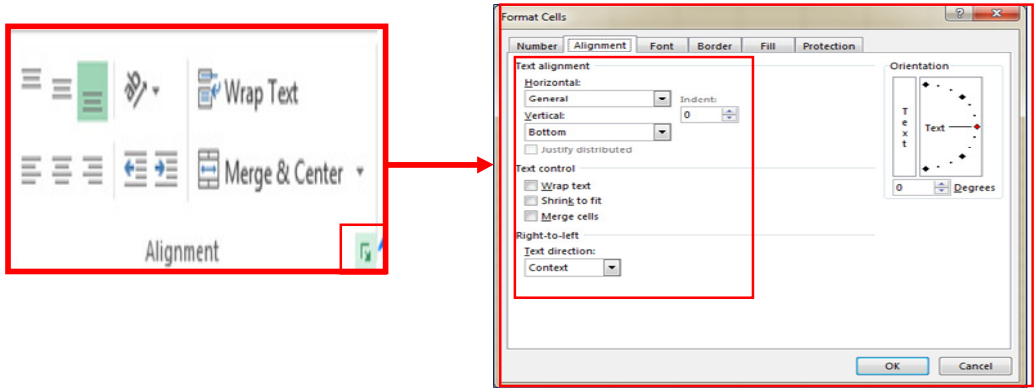
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



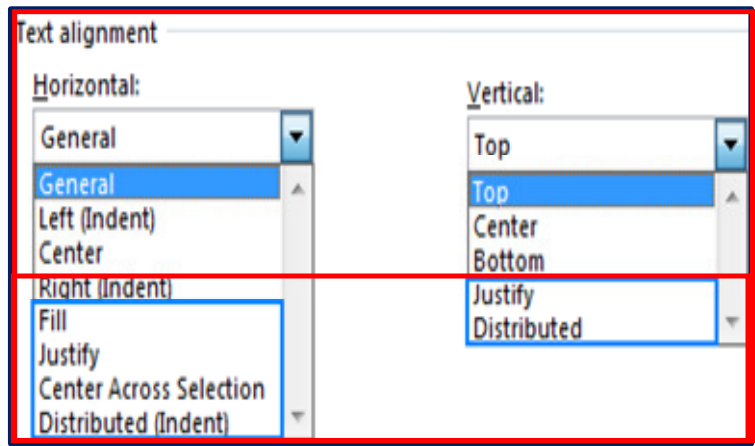
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



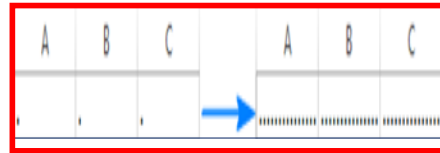
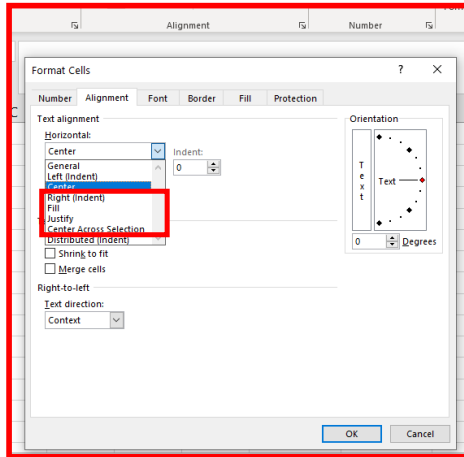
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



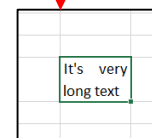
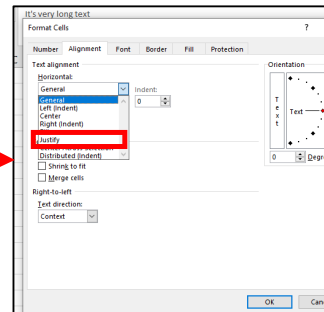
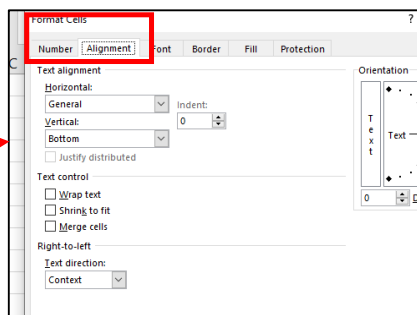
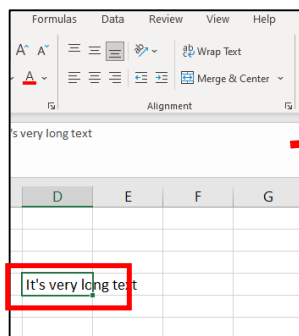
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



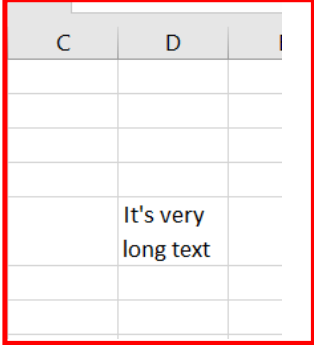
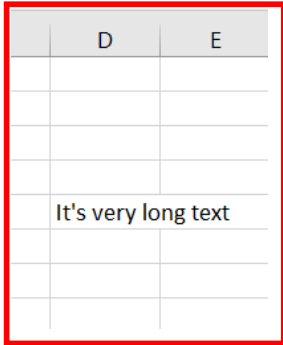
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



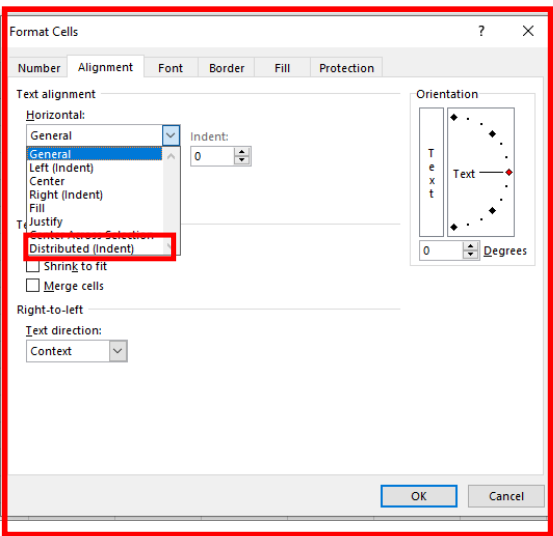
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation

Before vertical alignment

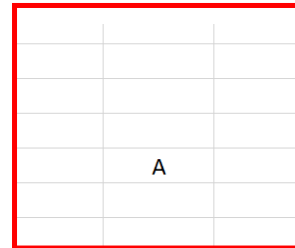
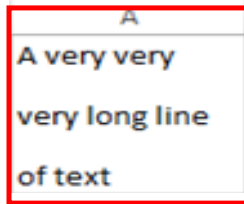
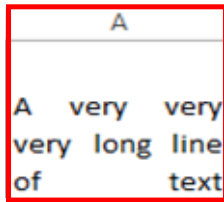
After vertical alignment



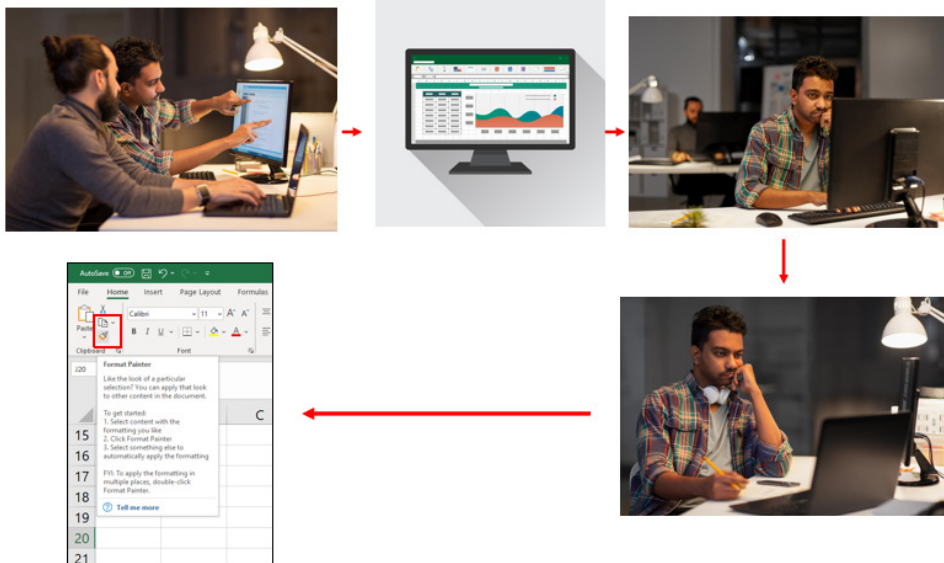
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



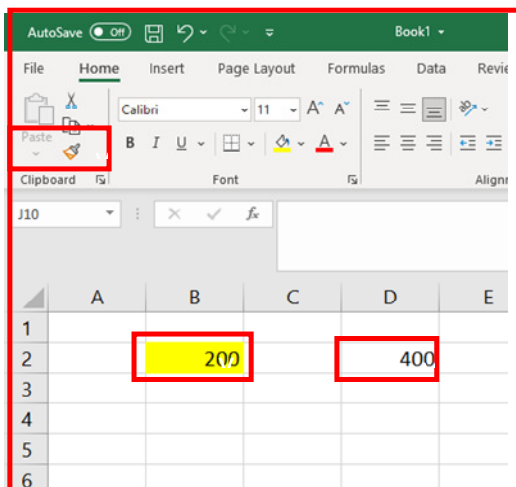
Format Cells and Ranges >Modify Cell Alignment, Orientation and Indentation



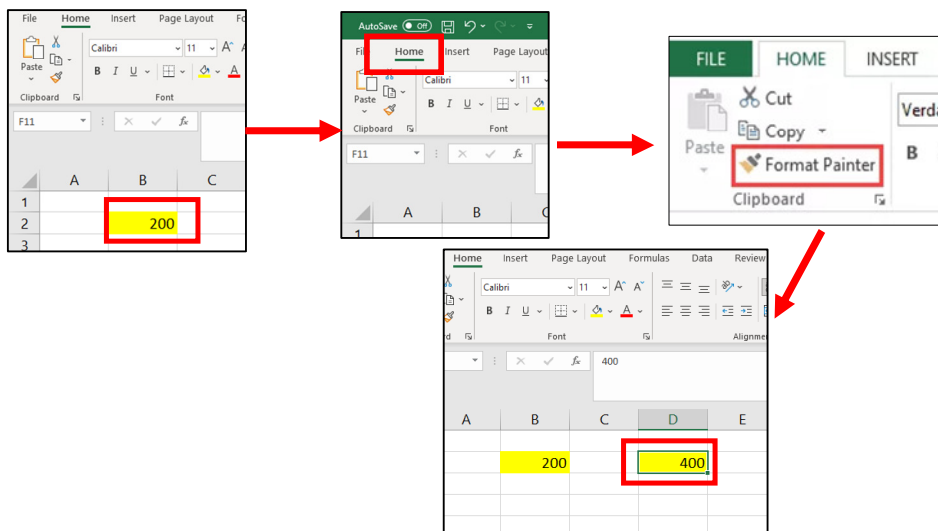
Format Cells and Ranges >Format Cells Using Format Painter



Format Cells and Ranges >Format Cells Using Format Painter



Format Cells and Ranges >Format Cells Using Format Painter

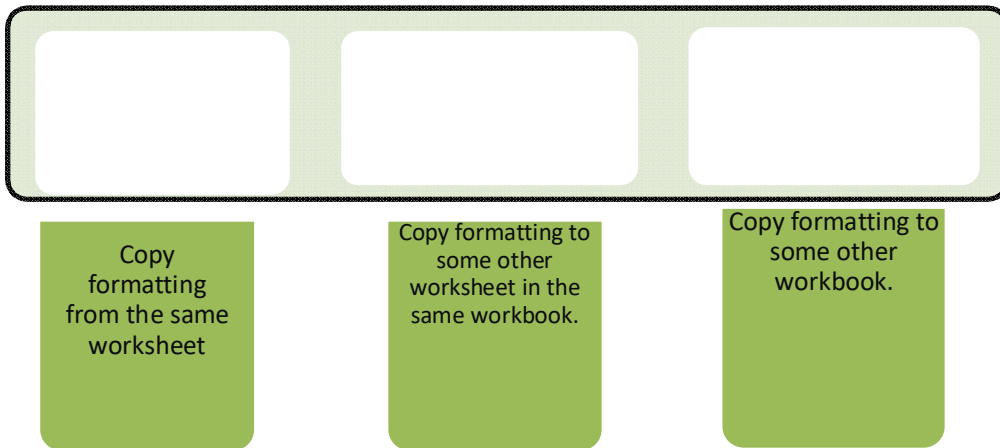


Format Cells and Ranges >Format Cells Using Format Painter

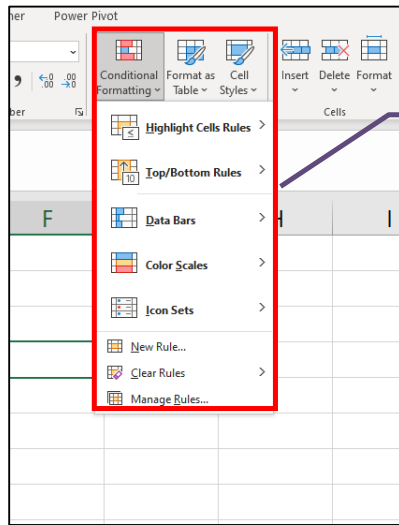


Note that when you click on the Format Painter icon in the ribbon, the cursor changes and you can see a brush in it. This indicates that the format painter is active.

Format Cells and Ranges >Format Cells Using Format Painter



Format Cells and Ranges >Format Cells Using Format Painter



It allows to specify multiple rules on the same data set, thus saving time on formatting on same set of data.

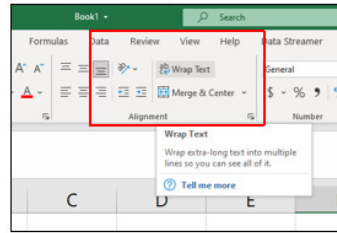
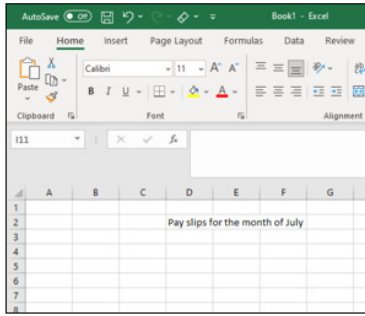
Format Cells and Ranges >Format Cells Using Format Painter

	A	B	C	D
1	Students	Math	Chemistry	Physics
2	John	34	52	45
3	Martha	82	87	56
4	Greg	86	60	28
5	Bob	86	70	84
6	Tom	62	66	78
7	Fred	45	32	82
8	Stan	58	43	
9	Barb	77	29	
10	Jessica	29	72	

Table 1

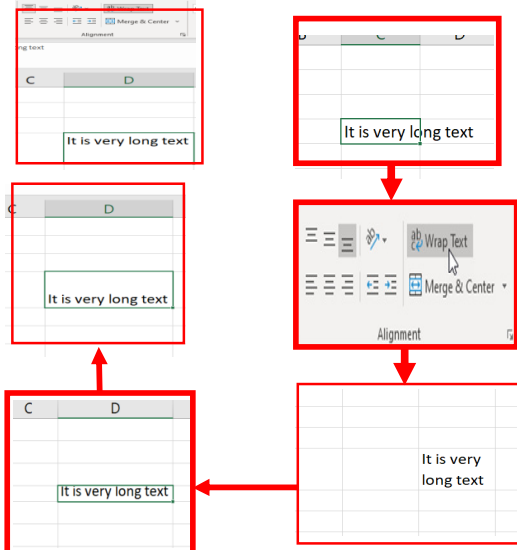
Table 2

Format Cells and Ranges >Wrap Text Within Cells

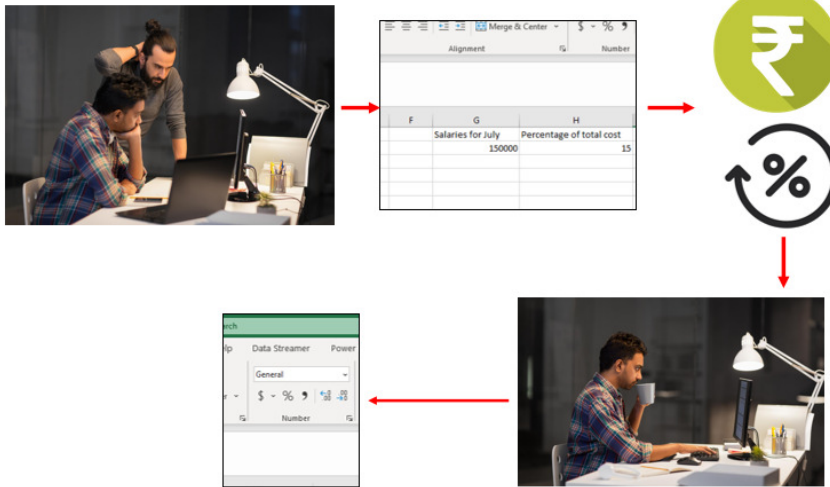


Format Cells and Ranges >Wrap Text Within Cells

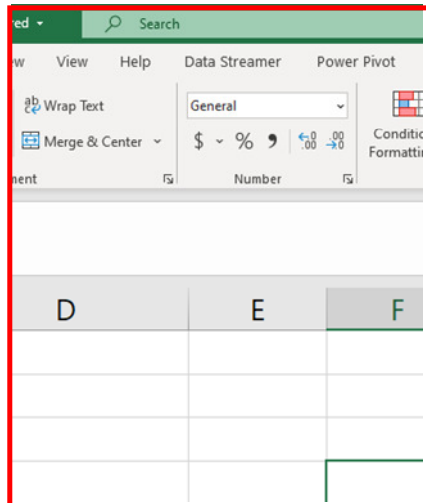
1. Select the cell.
2. Click **Home**> search for **Alignment** group> Click the **Wrap Text**.
3. Your text is wrapped.
4. Click on the right border of column C header and drag the separator to increase the column width.
5. Double click the bottom border of the row header to automatically adjust the row height.
6. Click the Top Align option in the Alignment group to align text to the top of cell.



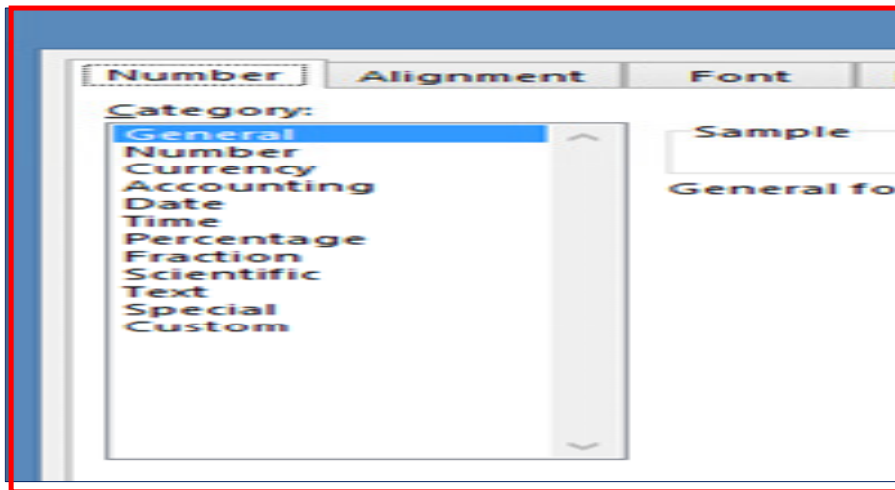
Format Cells and Ranges >Apply Number Formats



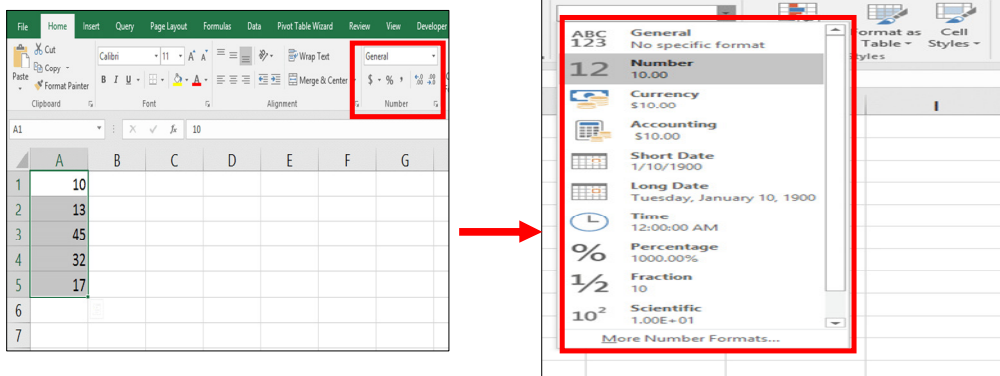
Format Cells and Ranges >Apply Number Formats



Format Cells and Ranges >Apply Number Formats



Format Cells and Ranges >Apply Number Formats



Number

Currency

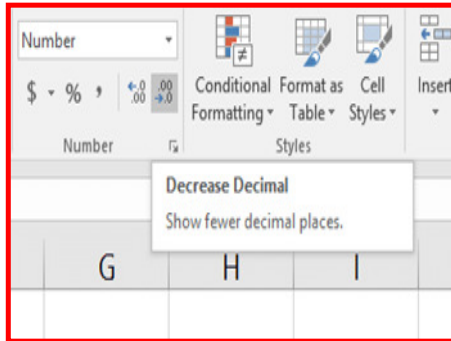
Date

Format Cells and Ranges >Apply Number Formats

Number Formats

If you click on **Number**, Excel changes your values to that format. You should now see your data with two decimal places added.

	A	B
1	10.00	
2	13.00	
3	45.00	
4	32.00	
5	17.00	
6		
7		



To remove those decimal places, select the data and go to the Number section of the Home tab again and click **Decrease Decimal** a couple of times.

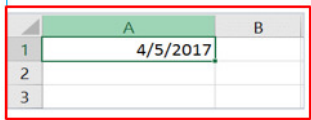
Format Cells and Ranges >Apply Number Formats

If you select **Currency** from the drop-down list, this is how your data will look like.

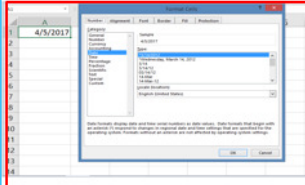
	A	B
1	\$10.00	
2	\$13.00	
3	\$45.00	
4	\$32.00	
5	\$17.00	
6		
7		

Format Cells and Ranges >Apply Number Formats

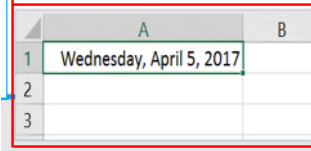
Let's look at an example about date data. Say you have a date in the following format.



1. Select the cell containing the date.
2. Open the Format Cells dialog box and select Date from the categories list.



3. Select the type according to the requirement
4. Click OK and date changes.

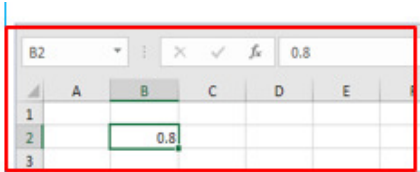


5. Your output

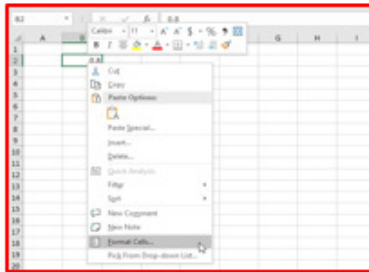
Format Cells and Ranges >Apply Cell Formats from the Format Cells Dialog Box



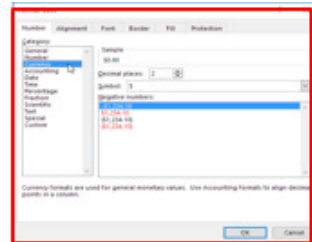
Format Cells and Ranges >Apply Cell Formats from the Format Cells Dialog Box



Enter the value 0.8 into cell B2 and select it.



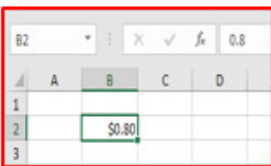
Right-click the cell B2, and then click the Format Cells option



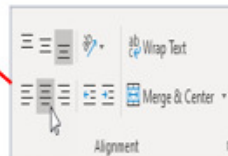
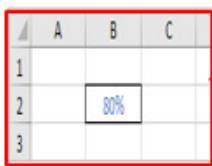
Format Cells dialog box appears. Now select the option as per your requirement

Format Cells and Ranges >Apply Cell Formats from the Format Cells Dialog Box

Currency Format



Percentage, centralized, font colour changed and outside border added



Format Cells and Ranges >Apply Cell Formats from the Format Cells Dialog Box

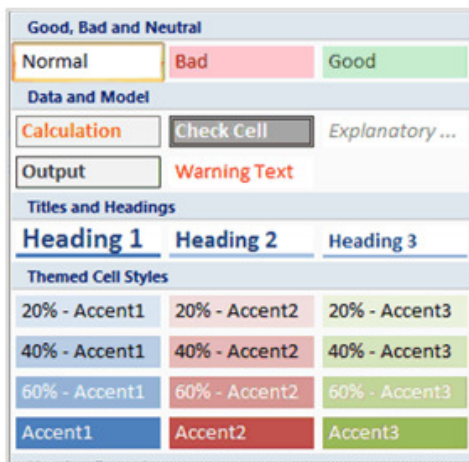
Format Cells Layout



Popup text

- Fill:** Allows you to add shading and background colors to a cell.
- Number:** Allows you to specify the numerical data type, for example currency, date, percentage.
- Alignment:** Allows you to change the position and alignment of the data within a cell.
- Font:** Allows you to change the attributes of cell font, including font face, size, style, and color.
- Border:** Allows you to select a border style for your cell from a variety of different options.
- Protection:** Allows you to lock or hide a cell.

Format Cells and Ranges >Apply Cell Styles



To apply several formats in one step, and to ensure that cells have consistent formatting, you can use a cell style.

A cell style is a defined set of formatting characteristics, such as:

- Fonts and font sizes
- Number formats
- Cell borders and
- Cell shading

To prevent anyone from making changes to specific cells, you can also use a cell style that locks cells.

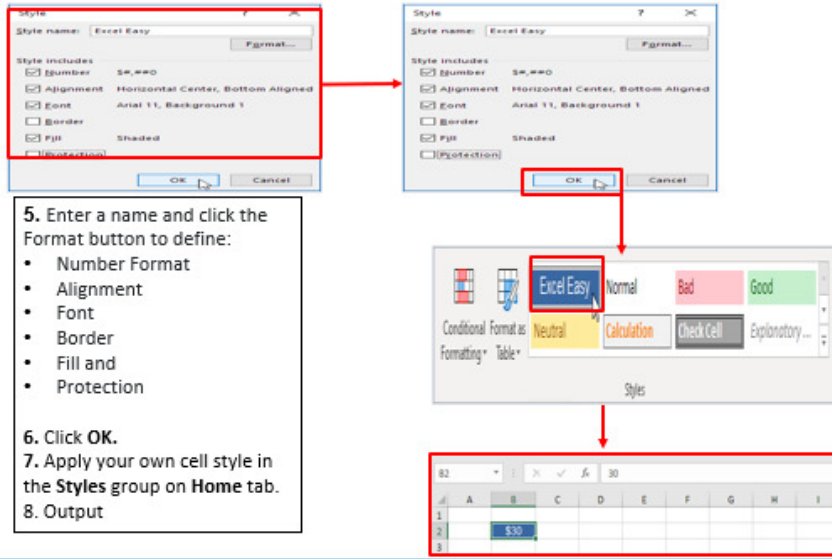
Format Cells and Ranges >Apply Cell Styles

1. Select a cell.
2. Go to **Home** tab > Go to **Styles** group > select **Cell Styles**.
3. Select **the** required cell type.

Format Cells and Ranges >Apply Cell Styles

1. Go to **Home** tab
2. Go to **Styles** group
3. Click the dropdown icon against **Cell Styles**
4. Click **New Cell Style**

Format Cells and Ranges >Apply Cell Styles



5. Enter a name and click the Format button to define:

- Number Format
- Alignment
- Font
- Border
- Fill and
- Protection

6. Click **OK**.

7. Apply your own cell style in the **Styles** group on **Home** tab.

8. Output

Format Cells and Ranges >Apply Cell Styles

- Right click a cell style to modify or delete it

Modify a cell style

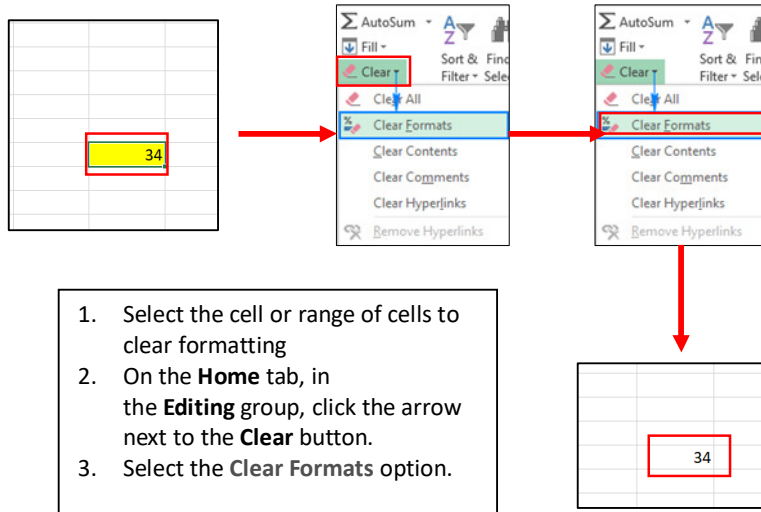
- Modifying a cell style affects all cells in a workbook that use that cell style
- This can save a lot of time

Effect of modifying a cell style

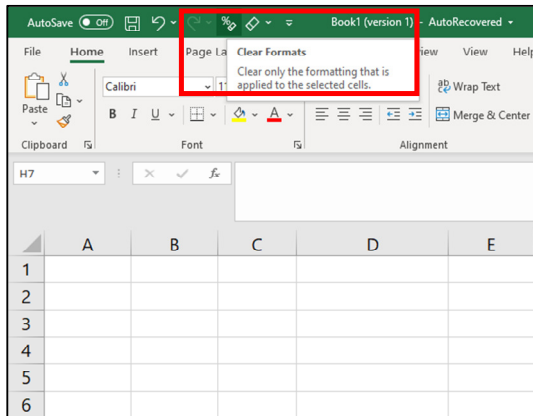
- A cell style is stored in the workbook where you create it. Open a new workbook and click on Merge Styles (under New Cell Style) to import a cell style (leave the old workbook with the cell style open)

Cell style placement

Format Cells and Ranges > Clear Cell formatting



Format Cells and Ranges > Clear Cell formatting



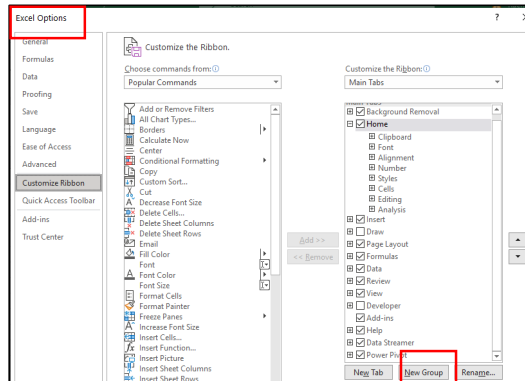
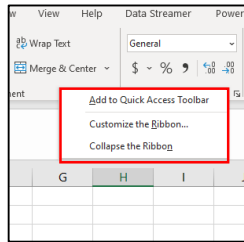
If you want to have a one-click tool to remove formatting in Excel, you can add the **ClearFormats** option to the Quick Access toolbar or Excel

Format Cells and Ranges > Clear Cell formatting

1. Click **File**
2. Click **Options**.
3. Select **Quick Access Toolbar** on the left-side pane.
4. Under Choose commands from, select **All Commands**.
5. In the list of commands, scroll down to **Clear Formats**, select it and click the **Add** button to move it to the right-hand section.
6. Select **OK**

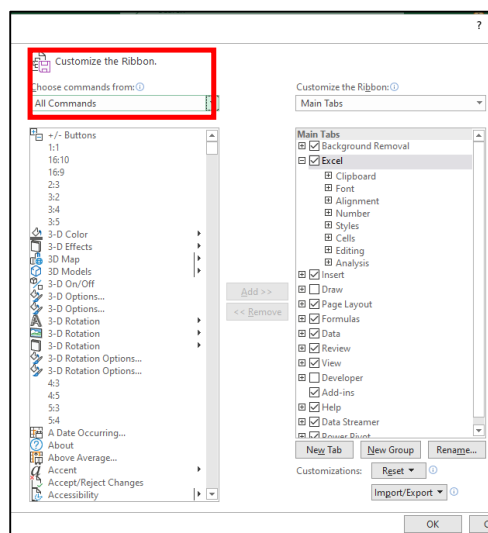
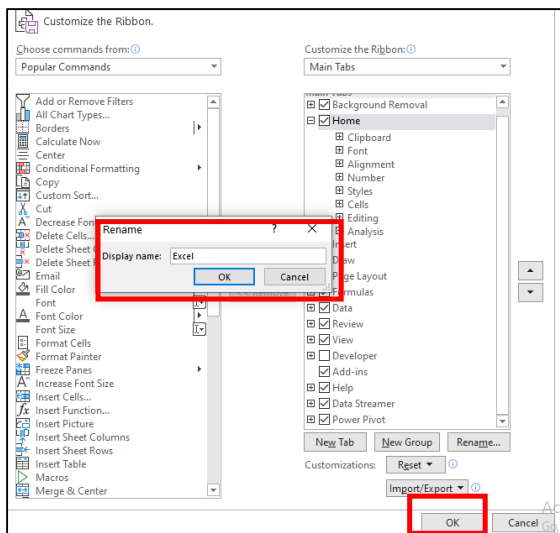
Format Cells and Ranges > Clear Cell formatting

Format Cells and Ranges > Clear Cell formatting

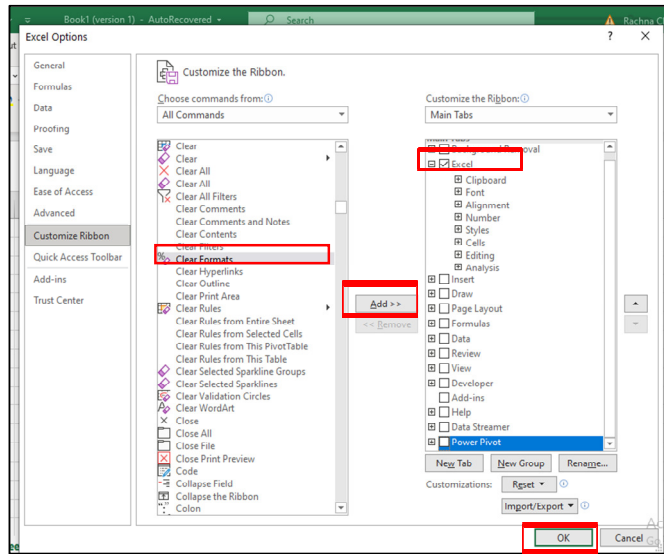


1. Right-click anywhere on the ribbon and a popup will open
2. Select **Customize the Ribbon** and **Excel Options** popup will open
3. Click the **New Group** button

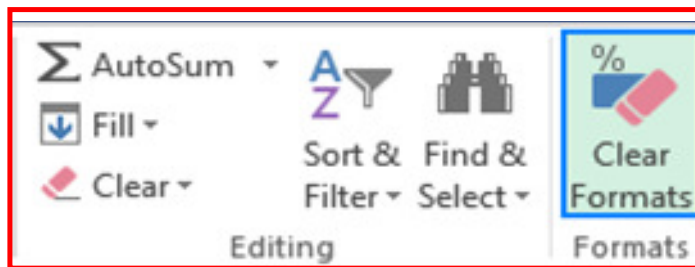
Format Cells and Ranges > Clear Cell formatting



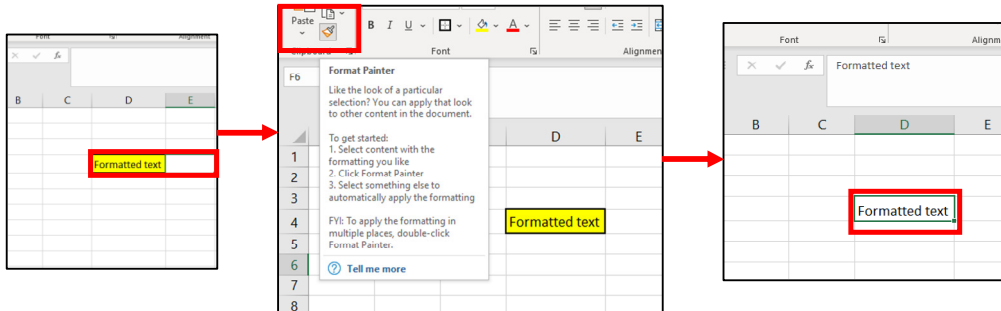
Format Cells and Ranges > Clear Cell formatting



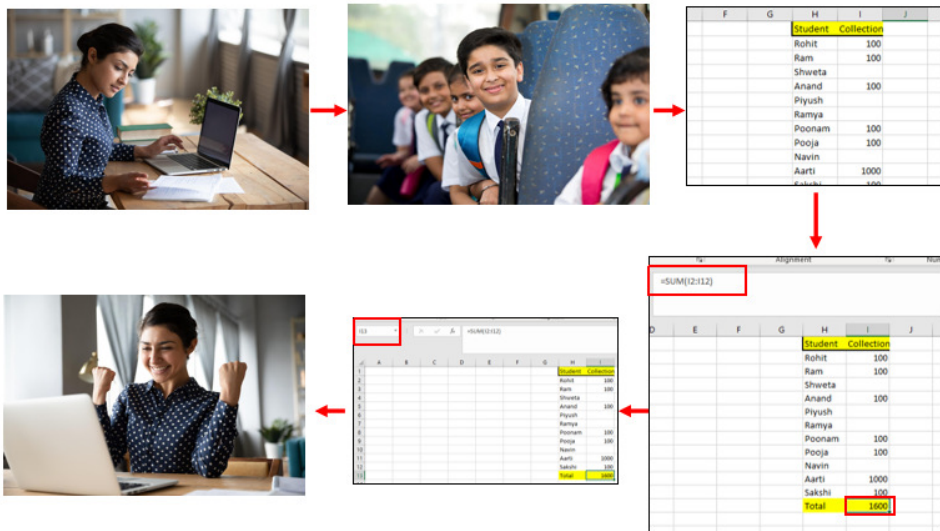
Format Cells and Ranges > Clear Cell formatting



Format Cells and Ranges > Clear Cell formatting



Define and Reference Named Ranges> Scenario



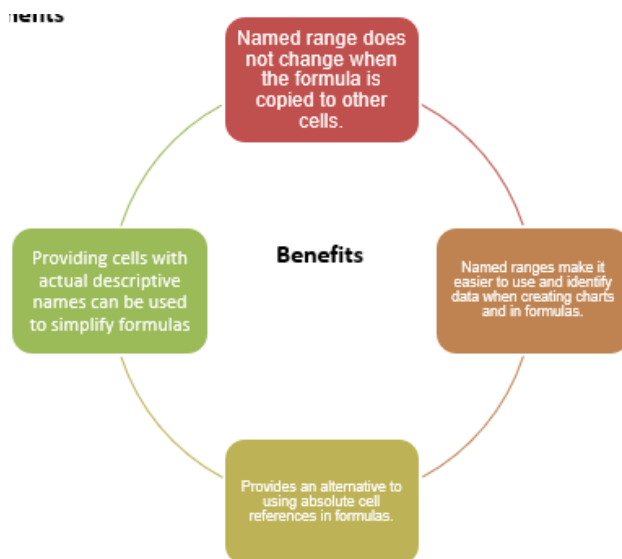
Define and Reference Named Ranges>Define and reference named range

A named range is a short text description used instead of the cell address

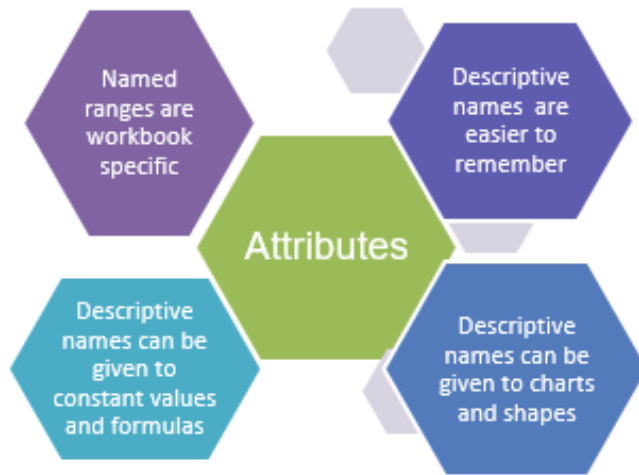
A **named range, range name, or defined name** all refer to the same object in Excel.

It's a descriptive name — such as Jan_Sales or June_Precip — that is attached to a specific cell or range of cells in a worksheet or workbook.

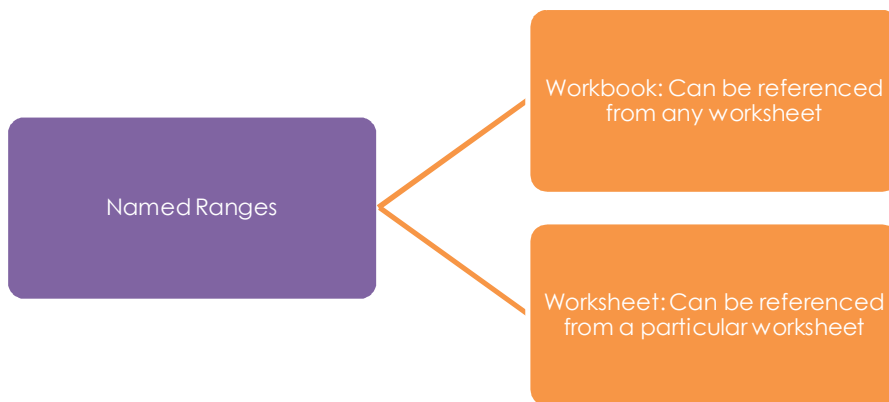
Define and Reference Named Ranges> Define a Named Range



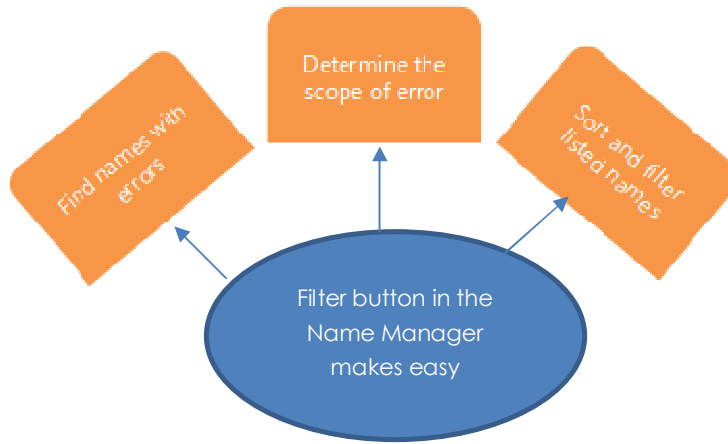
Define and Reference Named Ranges> Define a Named Range



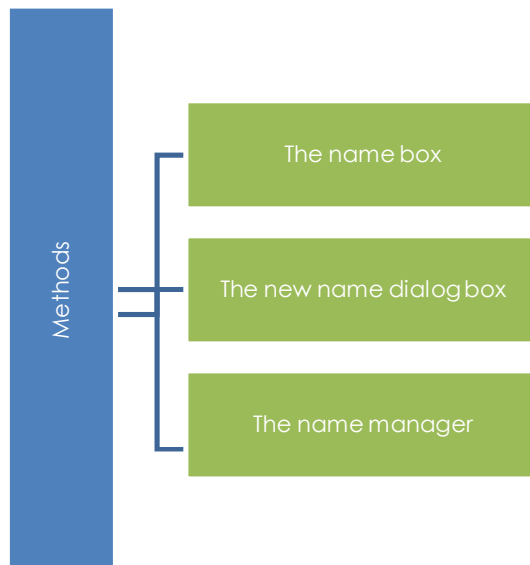
Define and Reference Named Ranges> Define a Named Range



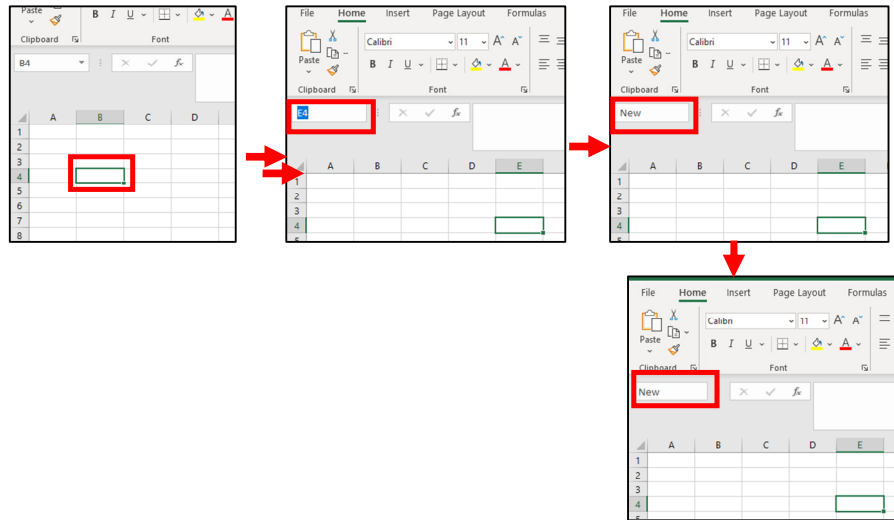
Define and Reference Named Ranges> Define a Named Range



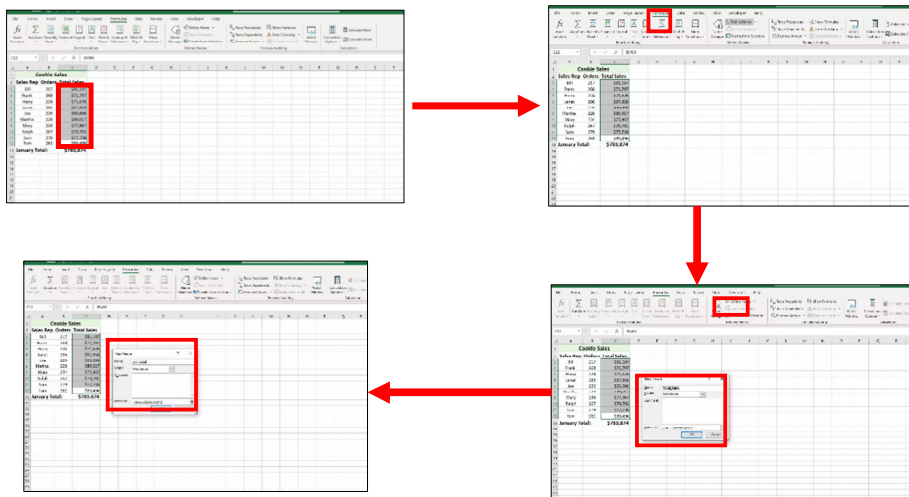
Define and Reference Named Ranges> Define a Named Range



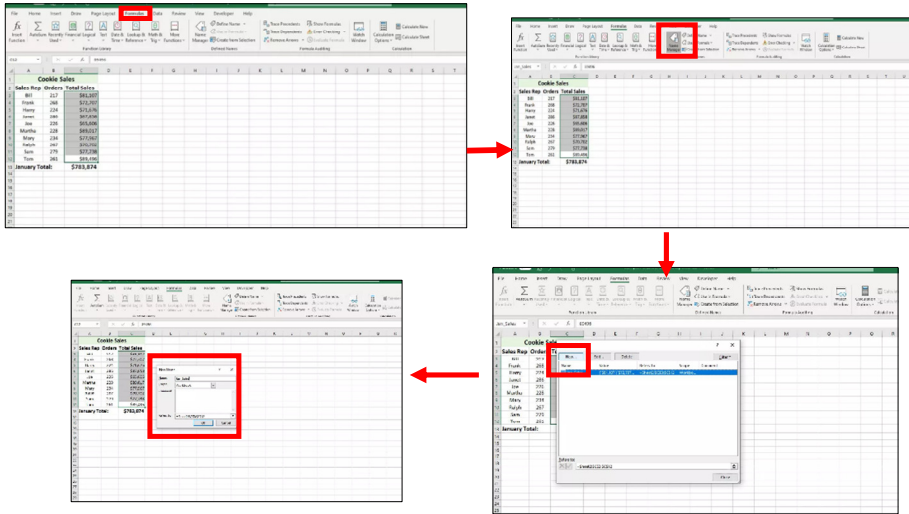
Define and Reference Named Ranges> Define a Named Range



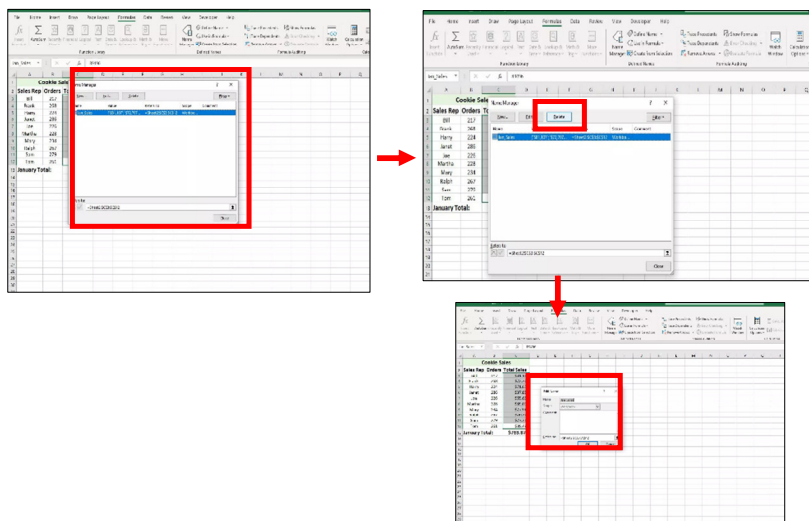
Define and Reference Named Ranges> Define a Named Range



Define and Reference Named Ranges> Define a Named Range



Define and Reference Named Ranges> Define a Named Range



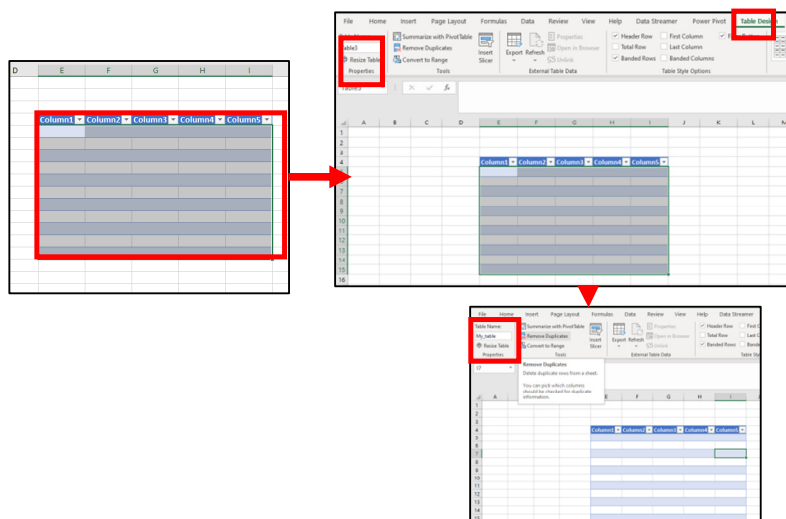
Define and Reference Named Ranges> Name a Table



Each time you create a table, Excel assigns a default name to the table,

To make it easier to refer to a table, you can name each table.

Define and Reference Named Ranges> Name a Table



Define and Reference Named Ranges> Name a Table



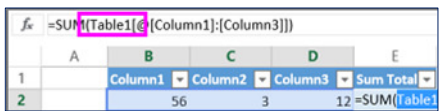
- All tables will appear in the Address bar.
- When you select a table from the list, Excel will automatically jump to that table

		Qtr 1	Qtr 2
2	Chocolade	\$744.60	\$162.56
3	Gummibarchen	\$5,079.60	\$1,249.20
4	Scottish Longbreads	\$1,267.50	\$1,062.50

Define and Reference Named Ranges> Name a Table

The first screenshot shows a range of cells in an Excel spreadsheet selected with a red box. An arrow points to the second screenshot, which shows the 'Table Design' ribbon in the Excel ribbon. The 'Table Name' option is highlighted with a red box. An arrow points to the third screenshot, which shows the 'Table Name' dialog box. The 'Table Name' field is highlighted with a red box, and a name is being entered.

Define and Reference Named Ranges> Name a Table

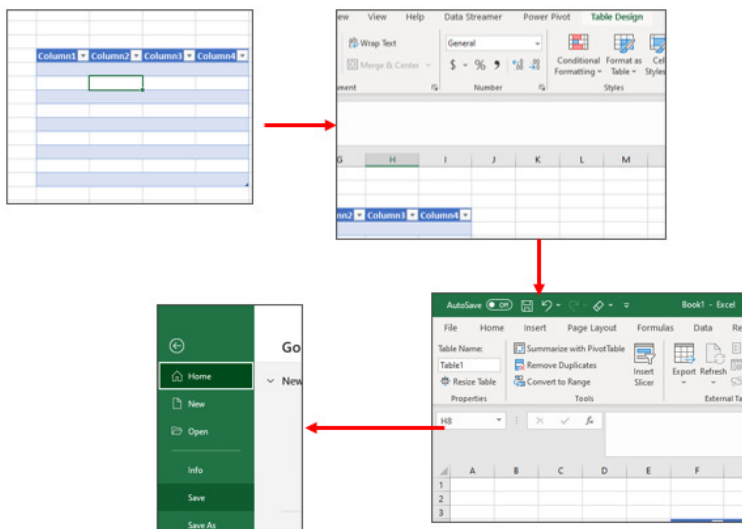


	A	B	C	D	E
1		Column1	Column2	Column3	Sum Total
2		56	3	12	=SUM(Table1

Excel creates default table names.

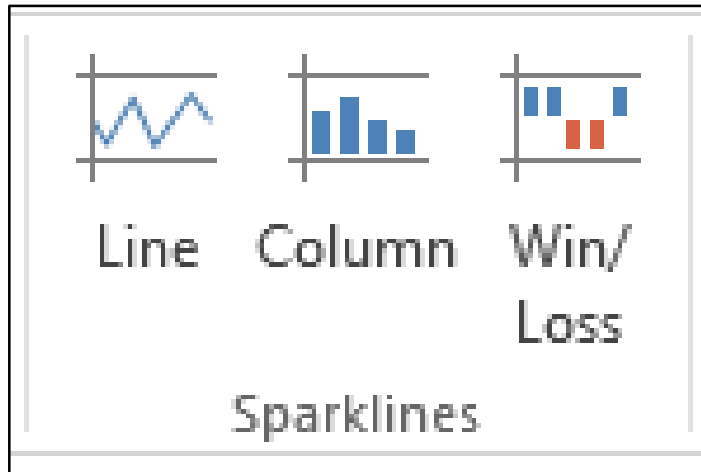
If you have the Excel desktop application, you can use it to open your workbook and change the table names there.

Define and Reference Named Ranges> Name a Table



Summarize Data Visually> Insert Sparklines

1. A sparkline provides a visual representation of data.
2. Used to show trends in a series of values such as:
 - Seasonal increases or decreases
 - Economic cycles
 - To highlight maximum and minimum values
3. Sparklines give impact to the data

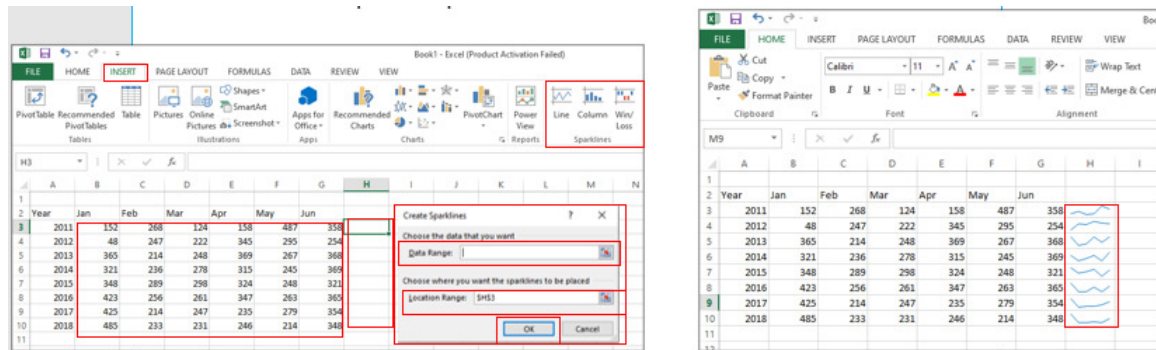


Summarize Data Visually> Insert Sparklines

Steps to Add a Sparkline

1. Select **Insert**.
2. You will find the options to choose the type of sparkline.
3. Select a **Sparkline** type.
4. **Create Sparkline** dialogue box appears.
5. Choose the data range that you want.
6. Choose where you want the sparklines to be created.
7. Click **OK**.
8. The sparkline chart for the selected data is created.

Summarize Data Visually> Insert Sparklines



Summarize Data Visually> Steps to Insert Sparklines

	A	B	C	D	E	F	G	H	I
1									
2	Year	Jan	Feb	Mar	Apr	May	Jun		
3	2011	152	268	124	158	487	-358		
4	2012	48	247	222	345	295	254		
5	2013	365	214	248	-369	267	368		
6	2014	321	236	278	315	245	369		
7	2015	348	289	298	324	248	321		
8	2016	423	256	261	347	263	365		
9	2017	425	214	247	235	279	354		
10	2018	485	233	231	246	214	348		

Summarize Data Visually> Steps to Insert Sparklines

The screenshot shows the Excel interface with the **SPARKLINE TOOLS** ribbon selected. The ribbon has two tabs: **DESIGN** and **STYLE**. The **DESIGN** tab includes options for **Sparkline Color**, **Marker Color**, **Axis**, **Group**, and **Ungroup**. The **STYLE** tab includes options for **High Point**, **Low Point**, **Negative Points**, **First Point**, **Last Point**, and **Markers**. Below the ribbon is a data table with columns for Year (2011-2018) and values for each month (Jan-Jun). Sparklines are inserted into cells H3-H10 and I3-I10. Callouts indicate: 'Edit data' (pointing to the 'Edit Data' button), 'Change chart type' (pointing to the 'Line' button), and 'Change style' (pointing to the 'Sparkline Color' and 'Marker Color' buttons).

Year	Jan	Feb	Mar	Apr	May	Jun
2011	152	268	124	158	487	358
2012	48	247	222	345	295	254
2013	365	214	248	369	267	368
2014	321	236	278	315	245	369
2015	348	289	298	324	248	321
2016	423	256	261	347	263	365
2017	425	214	247	235	279	354
2018	485	233	231	246	214	348

Summarize Data Visually> Insert Sparklines

This collage displays various options from the Sparkline Tools ribbon. On the left, the **DESIGN** tab options are shown: **Sparkline Color**, **Marker Color**, **Axis**, **Group**, **Ungroup**, **High Point**, **Low Point**, **Negative Points**, **First Point**, **Last Point**, and **Markers**. In the center, a grid of sparklines is shown with different colors and styles. On the right, the **STYLE** tab options are shown: **Horizontal Axis Options** (General Axis Type, Date Axis Type, Show Axis, Plot Data Right-to-Left), **Vertical Axis Minimum Value Options** (Automatic for Each Sparkline, Same for All Sparklines, Custom Value), and **Vertical Axis Maximum Value Options** (Automatic for Each Sparkline, Same for All Sparklines, Custom Value). There are also buttons for **Clear Selected Sparklines** and **Clear Selected Sparkline Groups**.

Summarize Data Visually>Apply Built In Conditional Formatting

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
B120K	B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
B121M	B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
A992X	A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
A992Z	A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
A920X	A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
A920Z	A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
A940Z	A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
A941X	A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
A941Z	A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
B100L	B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
U152V	U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter. V compatible	378	\$89.00	\$17.80	\$33,642.00	8/31/15
U162C	U162 adapter. C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

More than hundred rows and columns of data.

- To highlight specific data like:
- The quantity of items that are less than 100,
 - All the items we want to highlight certain model types.
 - You would like to highlight the top 10 values or the bottom ten values

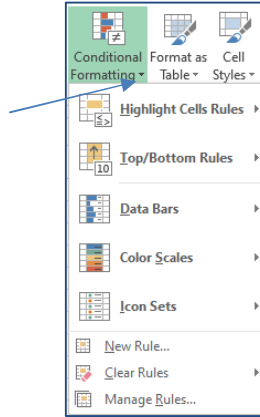
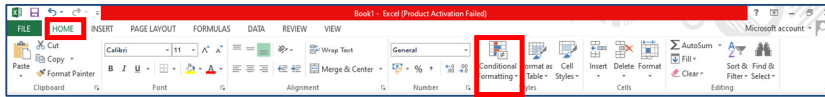
How will you do it?

Use Conditional Formatting

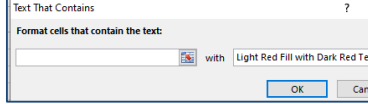
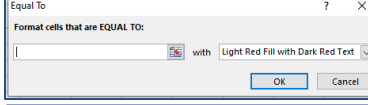
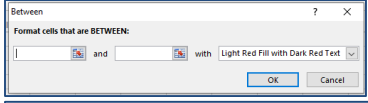
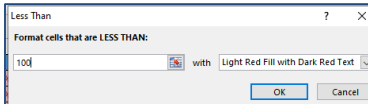
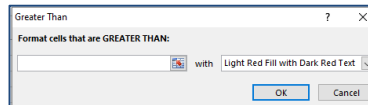
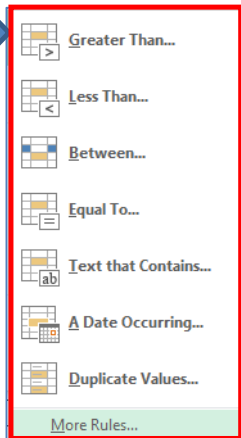
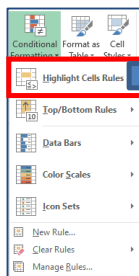
Summarize Data Visually>Apply Built In Conditional Formatting

Conditional formatting allows you to apply specific formatting to cells that meet certain criteria.	
It is a color-based formatting to	<ul style="list-style-type: none"> •highlight •emphasize •differentiate among data and information stored in a spreadsheet
It brings attention to important data points such as	<ul style="list-style-type: none"> •deadlines •at-risk tasks •or budget items
It makes large data sets simplified by using visual structural component.	
It transforms spreadsheet into an attentive system that highlights key information and keeps you on top of your workload.	

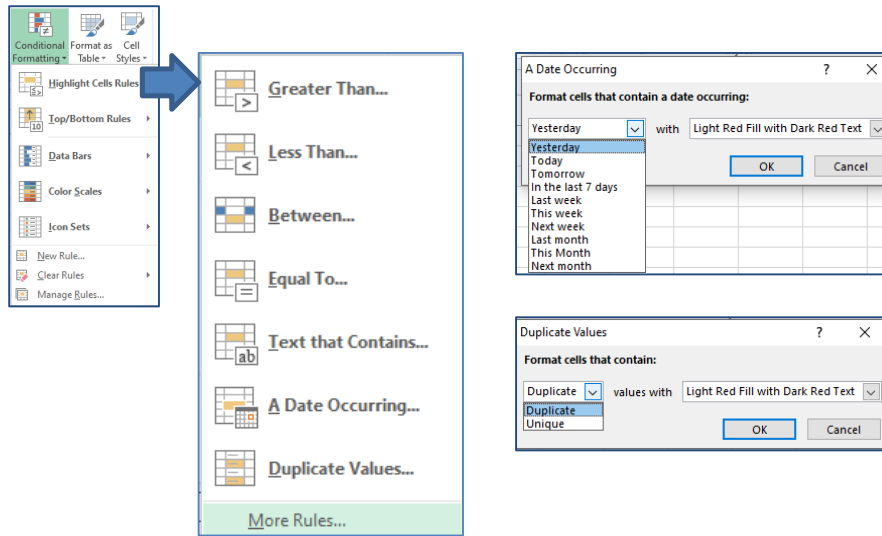
Summarize Data Visually>Apply Built In Conditional Formatting



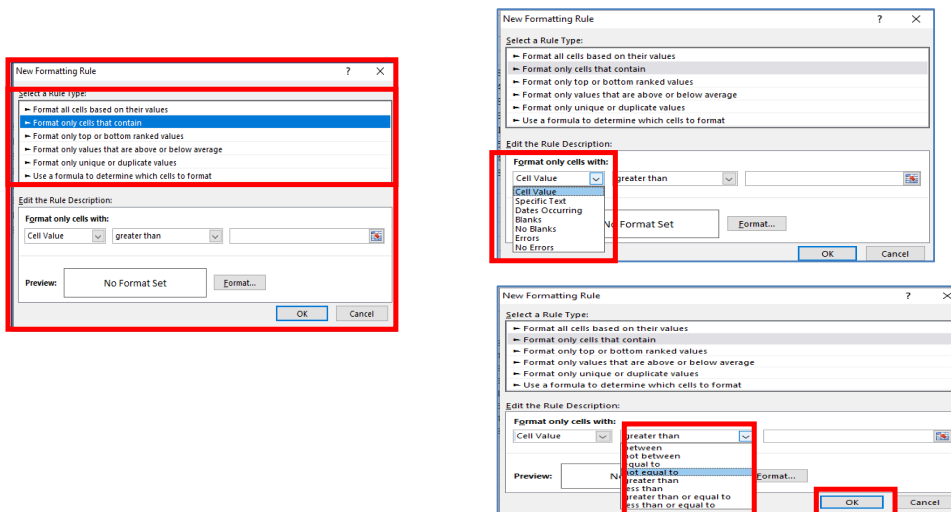
Summarize Data Visually>Apply Built In Conditional Formatting



Summarize Data Visually>Apply Built In Conditional Formatting



Summarize Data Visually>Apply Built In Conditional Formatting

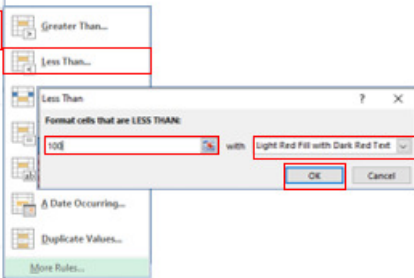


Summarize Data Visually>Apply Built In Conditional Formatting

Example 1: Highlight any product that's quantity is less than 100 units.

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
B120K	B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
B121M	B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
A992X	A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
A992Z	A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
A920X	A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
A920Z	A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
A940Z	A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
A941X	A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
A941Z	A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
B100L	B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
U152V	U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter. V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
U162C	U162 adapter. C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

Summarize Data Visually>Apply Built In Conditional Formatting



Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
B120K	B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
B121M	B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
A992X	A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
A992Z	A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
A920X	A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
A920Z	A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
A940Z	A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
A941X	A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
A941Z	A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
B100L	B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
U152V	U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter. V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
U162C	U162 adapter. C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

Summarize Data Visually>Apply Built In Conditional Formatting

Example 2: Highlight the Item names with letter M compatible.

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
4	B120L B120 adapter, L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
5	B120K B120 adapter, K compatible	1061	\$49.00	\$9.80	\$55,194.00	7/28/15
6	B120M B120 adapter, M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L B121 adapter, L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
8	B121K B121 adapter, K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M B121 adapter, M compatible	7	\$59.00	\$11.80	\$0.00	6/11/15

Summarize Data Visually>Apply Built In Conditional Formatting

Text That Contains

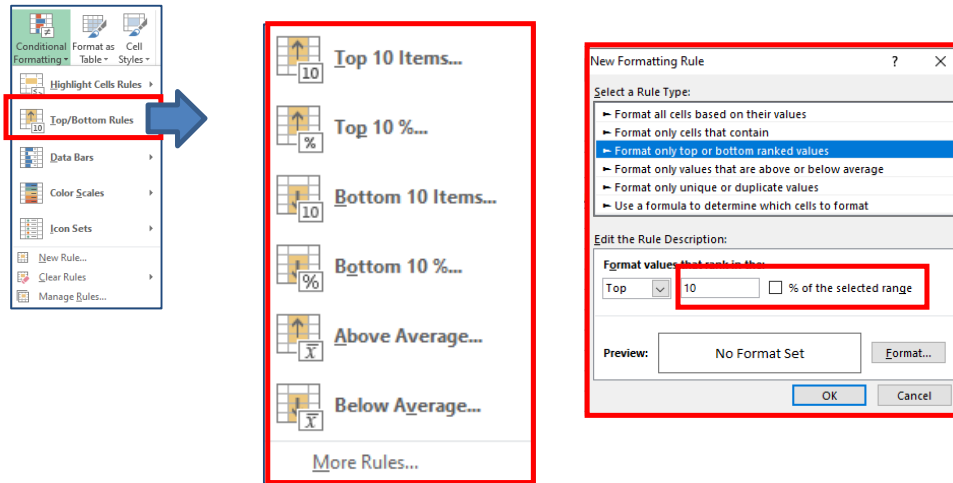
Format cells that contain the text:

M compatible with Light Red Fill with Dark Red Text

OK Cancel

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
4	B120L B120 adapter, L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
5	B120K B120 adapter, K compatible	1061	\$49.00	\$9.80	\$55,194.00	7/28/15
6	B120M B120 adapter, M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L B121 adapter, L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
8	B121K B121 adapter, K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M B121 adapter, M compatible	7	\$59.00	\$11.80	\$0.00	6/11/15
10	A992X A992 adapter, X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
11	A992Z A992 adapter, Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
12	A920X A920 adapter, X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
13	A920Z A920 adapter, Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
14	A940X A940 adapter, X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
15	A940Z A940 adapter, Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/9/15
16	A941X A941 adapter, X compatible	458	\$38.00	\$7.60	\$17,404.00	8/2/15
17	A941Z A941 adapter, Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
18	B100L B100 adapter, L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
19	B100K B100 adapter, K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
20	B100M B100 adapter, M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
21	U152V U152 adapter, V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
22	U152C U152 adapter, C compatible	310	\$79.00	\$15.80	\$24,480.00	6/21/15
23	U162V U162 adapter, V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
24	U162C U162 adapter, C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
25	U182V U182 adapter, V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
26	U182C U182 adapter, C compatible	101	\$99.00	\$19.80	\$9,999.00	6/11/15

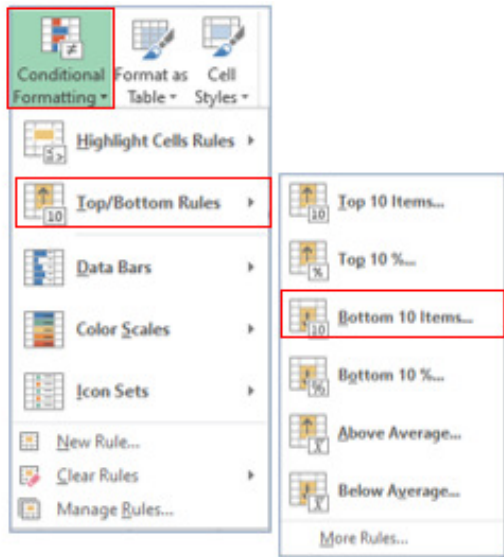
Summarize Data Visually>Apply Built In Conditional Formatting



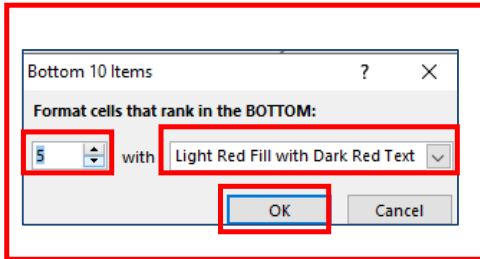
Summarize Data Visually>Apply Built In Conditional Formatting

Example: Highlight the bottom five total stock values.

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
00200	00200 adapter, L compatible	200	\$45.00	\$9.00	\$10,200.00	6/2/15
0020X	00200 adapter, K compatible	335	\$45.00	\$9.00	\$15,945.00	7/28/15
0020M	00200 adapter, M compatible	438	\$45.00	\$9.00	\$21,462.00	7/29/15
0021L	00210 adapter, L compatible	465	\$59.00	\$11.00	\$28,674.00	8/22/15

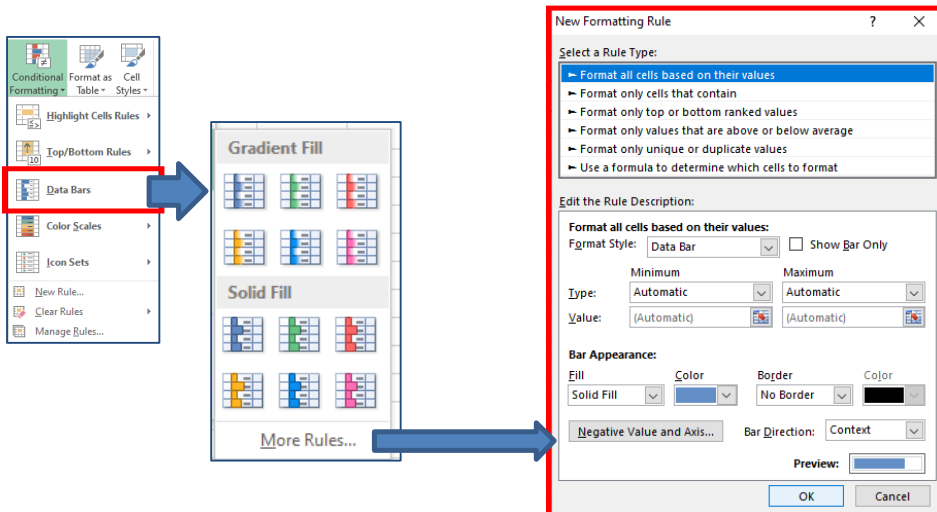


Summarize Data Visually>Apply Built In Conditional Formatting



Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated	
1							
2							
3							
4	B120L	B120 adapter, L compatible	210	\$49.00	\$9.80	\$3,280.00	6/27/15
5	B120K	B120 adapter, K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
6	B120M	B120 adapter, M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L	B121 adapter, L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
8	B121K	B121 adapter, K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M	B121 adapter, M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
10	A992X	A992 adapter, X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
11	A992Z	A992 adapter, Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
12	A920X	A920 adapter, X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
13	A920Z	A920 adapter, Z compatible	406	\$34.00	\$6.80	\$13,864.00	8/28/15
14	A940X	A940 adapter, X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
15	A940Z	A940 adapter, Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
16	A941X	A941 adapter, X compatible	458	\$36.00	\$7.20	\$17,404.00	8/9/15
17	A941Z	A941 adapter, Z compatible	337	\$36.00	\$7.20	\$12,866.00	5/28/15
18	B100L	B100 adapter, L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
19	B100K	B100 adapter, K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
20	B100M	B100 adapter, M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
21	U152V	U152 adapter, V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
22	U152C	U152 adapter, C compatible	310	\$79.00	\$15.80	\$24,490.00	6/22/15
23	U162V	U162 adapter, V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
24	U162C	U162 adapter, C compatible	256	\$89.00	\$17.80	\$22,794.00	7/22/15
25	U182V	U182 adapter, V compatible	154	\$99.00	\$19.80	\$15,246.00	6/8/15
26	U182C	U182 adapter, C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

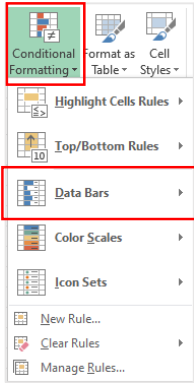
Summarize Data Visually>Apply Built In Conditional Formatting



Blank lines for notes or additional information.

Summarize Data Visually>Apply Built In Conditional Formatting

Example: Apply **Data Bars** in the quantity column of inventory list.

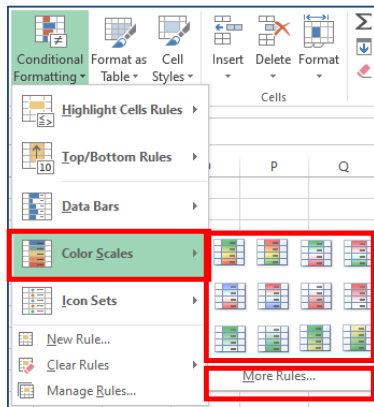


Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
4	B120L B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	
5	B120K B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	
6	B120M B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	
7	B121L B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,674.00	
8	B121K B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	
9	B121M B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	
10	A992X A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	
11	A992Z A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	
12	A920X A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	

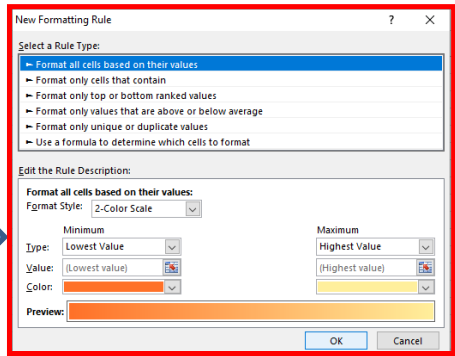
Summarize Data Visually>Apply Built In Conditional Formatting

Inventory list	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
B120K	B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
B121M	B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
A992X	A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
A992Z	A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
A920X	A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
A920Z	A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
A940Z	A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
A941X	A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
A941Z	A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
B100L	B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
U152V	U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter. V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
U162C	U162 adapter. C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

Summarize Data Visually>Apply Built In Conditional Formatting

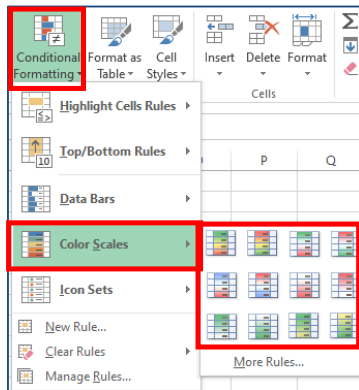


One color is assigned the "lowest" value and another the "highest," with a range of colors in between.

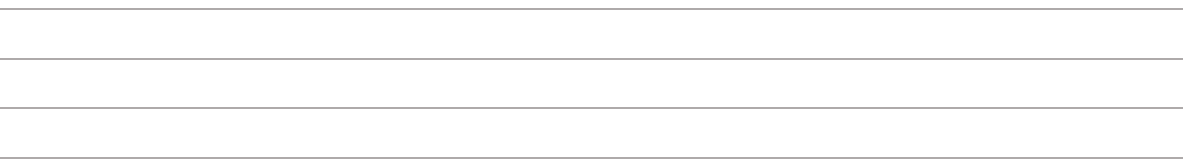


Summarize Data Visually>Apply Built In Conditional Formatting

Example: Apply a **color gradient** to a range of cells in **Selling price** column of the inventory list.



Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated	
4	B120L	B120 adapter, L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
5	B120K	B120 adapter, K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
6	B120M	B120 adapter, M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L	B121 adapter, L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
8	B121K	B121 adapter, K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M	B121 adapter, M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
10	A992X	A992 adapter, X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
11	A992Z	A992 adapter, Z compatible	56	\$29.00	\$5.80	\$1,614.00	7/14/15
12	A920X	A920 adapter, X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15



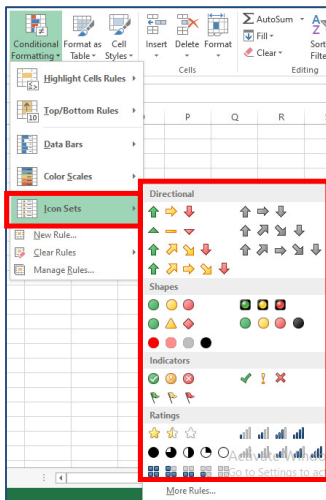
Summarize Data Visually>Apply Built In Conditional Formatting

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter, L compatible	21	\$49.00	\$9.80	\$10,290.00	6/2/15
B120K	B120 adapter, K compatible	10	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter, M compatible	43	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter, L compatible	48	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter, K compatible	17	\$59.00	\$11.80	\$10,984.00	8/21/15
B121M	B121 adapter, M compatible	11	\$59.00	\$11.80	\$3,006.00	6/11/15
A92X	A92 adapter, X compatible	11	\$29.00	\$5.80	\$3,364.00	6/13/15
A92Z	A92 adapter, Z compatible	5	\$29.00	\$5.80	\$1,624.00	7/14/15
A920X	A920 adapter, X compatible	23	\$34.00	\$6.80	\$7,922.00	7/10/15
A920Z	A920 adapter, Z compatible	40	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter, X compatible	4	\$36.00	\$7.20	\$1,764.00	7/18/15
A940Z	A940 adapter, Z compatible	21	\$36.00	\$7.20	\$7,704.00	9/9/15
A941X	A941 adapter, X compatible	45	\$38.00	\$7.60	\$17,404.00	8/3/15
A941Z	A941 adapter, Z compatible	33	\$38.00	\$7.60	\$12,806.00	5/28/15
B100L	B100 adapter, L compatible	45	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter, K compatible	46	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter, M compatible	36	\$36.00	\$7.20	\$13,104.00	8/13/15
U152V	U152 adapter, V compatible	22	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter, C compatible	31	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter, V compatible	37	\$89.00	\$17.80	\$33,642.00	8/3/15
U162C	U162 adapter, C compatible	25	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter, V compatible	15	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter, C compatible	10	\$99.00	\$19.80	\$9,999.00	8/11/15

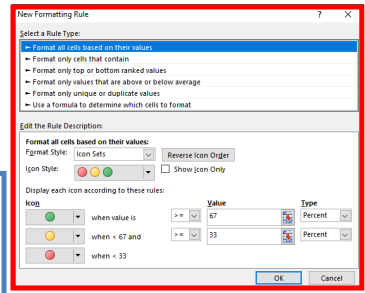
Green cells are the least expensive.

Red cells are the most expensive.

Summarize Data Visually>Apply Built In Conditional Formatting

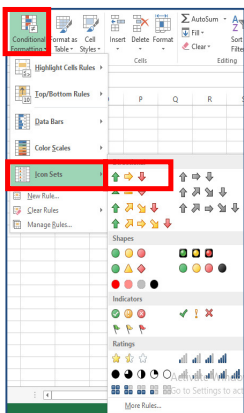


Icon sets apply colorful icons to data



Summarize Data Visually>Apply Built In Conditional Formatting

Example: Apply icon sets to the **Purchase price** column to show **low, middle, and high priced items.**



Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
4	B120L B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
5	B120K B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
6	B120M B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,974.00	8/20/15
8	B121K B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
10	A992X A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
11	A992Z A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
12	A920X A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
13	A920Z A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
14	A940X A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
15	A940Z A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
16	A941X A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
17	A941Z A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
18	B100L B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
19	B100K B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
20	B100M B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
21	U152V U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
22	U152C U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
23	U162V U162 adapter. C compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
24	U162C U162 adapter. V compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
25	U182V U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
26	U182C U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

Summarize Data Visually>Apply Built In Conditional Formatting

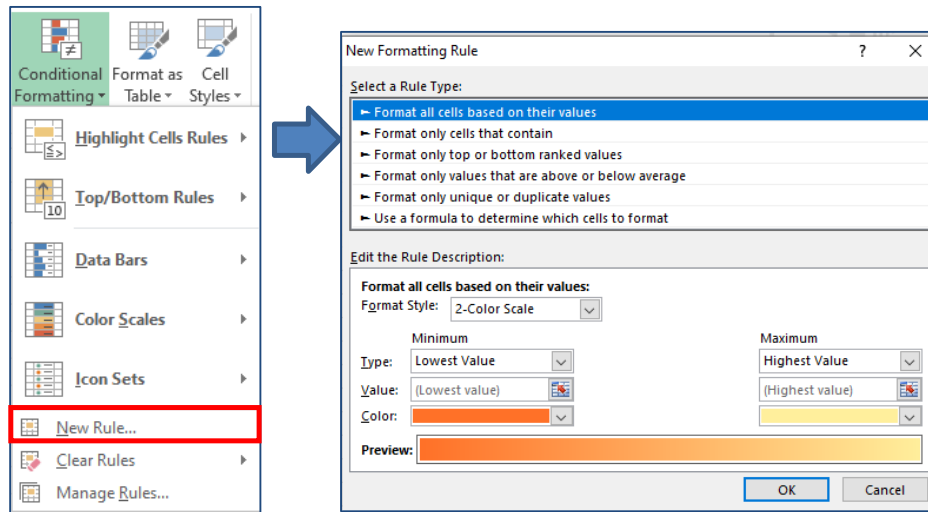
Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
4	B120L B120 adapter. L compatible	210	\$49.00	\$9.80	\$10,290.00	6/2/15
5	B120K B120 adapter. K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
6	B120M B120 adapter. M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
7	B121L B121 adapter. L compatible	486	\$59.00	\$11.80	\$28,974.00	8/20/15
8	B121K B121 adapter. K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
9	B121M B121 adapter. M compatible	0	\$59.00	\$11.80	\$0.00	6/11/15
10	A992X A992 adapter. X compatible	116	\$29.00	\$5.80	\$3,364.00	6/13/15
11	A992Z A992 adapter. Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/14/15
12	A920X A920 adapter. X compatible	233	\$34.00	\$6.80	\$7,922.00	7/10/15
13	A920Z A920 adapter. Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
14	A940X A940 adapter. X compatible	49	\$36.00	\$7.20	\$1,764.00	7/18/15
15	A940Z A940 adapter. Z compatible	214	\$36.00	\$7.20	\$7,704.00	9/3/15
16	A941X A941 adapter. X compatible	458	\$38.00	\$7.60	\$17,404.00	8/3/15
17	A941Z A941 adapter. Z compatible	337	\$38.00	\$7.60	\$12,806.00	5/28/15
18	B100L B100 adapter. L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
19	B100K B100 adapter. K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
20	B100M B100 adapter. M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
21	U152V U152 adapter. V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
22	U152C U152 adapter. C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
23	U162V U162 adapter. C compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
24	U162C U162 adapter. V compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
25	U182V U182 adapter. V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
26	U182C U182 adapter. C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

High prices are in red color.

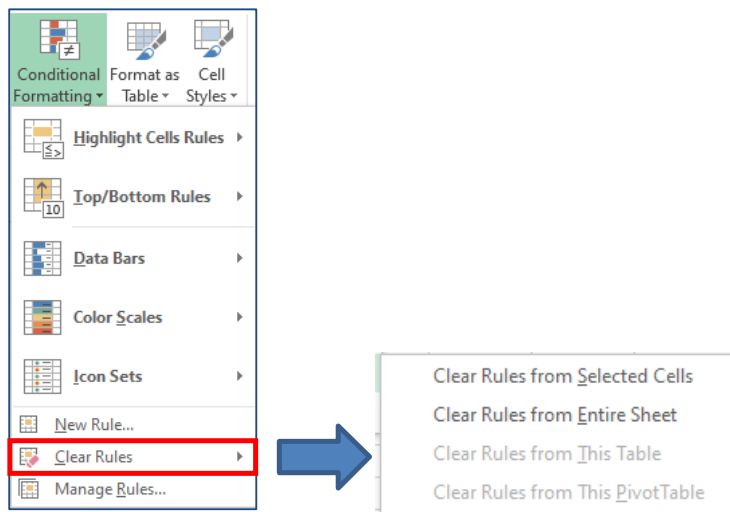
Middle prices are in yellow color.

Low prices are in green color.

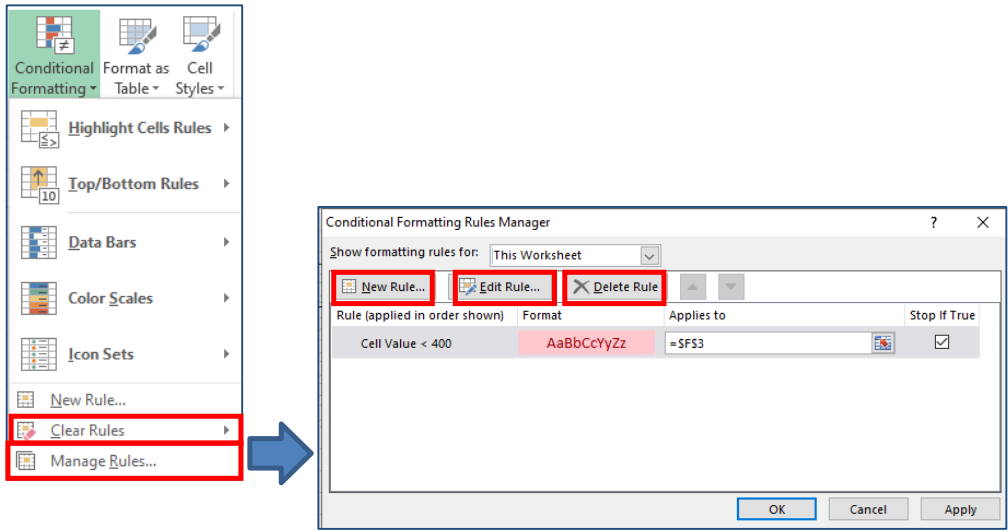
Summarize Data Visually>Apply Built In Conditional Formatting



Summarize Data Visually>Apply Built In Conditional Formatting



Summarize Data Visually>Apply Built In Conditional Formatting



Summarize Data Visually>Apply Built In Conditional Formatting

Example: Edit the highlight of bottom 5 values in the **Total value of stock** column to top 10.

The bottom 5 values in the **Total value of stock** column are highlighted.

The image shows an Excel spreadsheet with an 'Inventory list' table. The 'Total value of stock' column (F) has the bottom 5 values highlighted in yellow. To the right, the 'Conditional Formatting Rules Manager' dialog box is open, showing a rule for 'Bottom 5' with format 'AaBbCcYyZz'. A blue arrow points from the spreadsheet to the dialog. Below the dialog, the 'Edit Formatting Rule' dialog is open, showing the 'Format only top or bottom ranked values' set to 'Bottom' with a value of '10' (highlighted in red) and 'Percent' selected. The 'Format with' dropdown is set to 'yellow fill with dark yellow text' and 'AaBbCcYyZz'. The 'OK' button is highlighted in red.

Summarize Data Visually>Apply Built In Conditional Formatting

Item #	Item name	Qty.	Selling price	Purchase price	Total value of stock	Last updated
B120L	B120 adapter, L compatible	210	\$49.00	\$9.80	\$10,290.00	6/22/15
B120K	B120 adapter, K compatible	106	\$49.00	\$9.80	\$5,194.00	7/28/15
B120M	B120 adapter, M compatible	438	\$49.00	\$9.80	\$21,462.00	7/31/15
B121L	B121 adapter, L compatible	486	\$59.00	\$11.80	\$28,674.00	8/20/15
B121K	B121 adapter, K compatible	176	\$59.00	\$11.80	\$10,384.00	8/21/15
B121M	B121 adapter, M compatible	0	\$59.00	\$11.80	\$0.00	8/21/15
A992X	A992 adapter, X compatible	116	\$29.00	\$5.80	\$3,364.00	6/23/15
A992Z	A992 adapter, Z compatible	56	\$29.00	\$5.80	\$1,624.00	7/20/15
A920X	A920 adapter, X compatible	233	\$34.00	\$6.80	\$7,922.00	8/28/15
A920Z	A920 adapter, Z compatible	406	\$34.00	\$6.80	\$13,804.00	8/28/15
A940X	A940 adapter, X compatible	49	\$36.00	\$7.20	\$1,764.00	8/28/15
A940Z	A940 adapter, Z compatible	214	\$36.00	\$7.20	\$7,704.00	8/28/15
A941X	A941 adapter, X compatible	458	\$38.00	\$7.60	\$17,404.00	8/28/15
A941Z	A941 adapter, Z compatible	337	\$38.00	\$7.60	\$12,806.00	8/28/15
B100L	B100 adapter, L compatible	492	\$36.00	\$7.20	\$17,712.00	7/29/15
B100K	B100 adapter, K compatible	426	\$36.00	\$7.20	\$15,336.00	8/14/15
B100M	B100 adapter, M compatible	364	\$36.00	\$7.20	\$13,104.00	8/12/15
U152V	U152 adapter, V compatible	220	\$79.00	\$15.80	\$17,380.00	8/26/15
U152C	U152 adapter, C compatible	310	\$79.00	\$15.80	\$24,490.00	6/21/15
U162V	U162 adapter, V compatible	378	\$89.00	\$17.80	\$33,642.00	8/3/15
U162C	U162 adapter, C compatible	256	\$89.00	\$17.80	\$22,784.00	7/22/15
U182V	U182 adapter, V compatible	154	\$99.00	\$19.80	\$15,246.00	6/3/15
U182C	U182 adapter, C compatible	101	\$99.00	\$19.80	\$9,999.00	8/11/15

The bottom 10 values in the **Total value of stock** column are highlighted.

Summarize Data Visually>Apply Built In Conditional Formatting

Example: Delete graded color scales in the **Selling price** column.

Summarize Data Visually>Apply Built In Conditional Formatting

Item #	Item name	Qty.	Selling price
B120L	B120 adapter. L compatible	220	\$49.00
B120K	B120 adapter. K compatible	100	\$49.00
B120M	B120 adapter. M compatible	433	\$49.00
B121L	B121 adapter. L compatible	460	\$59.00
B121K	B121 adapter. K compatible	110	\$59.00
B121M	B121 adapter. M compatible	0	\$59.00
A992X	A992 adapter. X compatible	110	\$29.00
A992Z	A992 adapter. Z compatible	50	\$29.00
A920X	A920 adapter. X compatible	230	\$34.00
A920Z	A920 adapter. Z compatible	400	\$34.00
A940X	A940 adapter. X compatible	40	\$36.00
A940Z	A940 adapter. Z compatible	220	\$36.00
A941X	A941 adapter. X compatible	400	\$38.00
A941Z	A941 adapter. Z compatible	330	\$38.00
B100L	B100 adapter. L compatible	400	\$36.00
B100K	B100 adapter. K compatible	400	\$36.00
B100M	B100 adapter. M compatible	360	\$36.00
U152V	U152 adapter. V compatible	220	\$79.00
U152C	U152 adapter. C compatible	310	\$79.00
U162V	U162 adapter. V compatible	300	\$89.00
U162C	U162 adapter. C compatible	250	\$89.00
U182V	U182 adapter. V compatible	150	\$99.00
U182C	U182 adapter. C compatible	100	\$99.00

Key Takeaways

- Copy and paste is one of the most performed actions in excel.
- We use copy and paste to use the same data in multiple places in the computer.
- Formulas option is used to paste only formula present in the cell and not the formatting of the original cell.
- Formulas and Numbering Formatting option is used to paste just the formula, and the number formatting.
- Keep Source Formatting option is used to paste the formula, the number formatting, font, font size, border, and shading of the original cell.
- No borders option is used to paste the formula, the number formatting, font, font size, shading, but not the border of the original.
- Keep source column widths option is used to paste the formula, the number formatting, font, font size, shading, border, and the width of the original cells.
- Transpose option is used to Convert the columns of copied data to rows, and vice versa.

Key Takeaways

- Paste link option is used to link the data with the formula and values of the original cell to place where you paste it.
 - Picture option is used to paste the data in the cell as a picture.
 - Linked Picture option is used to paste the contents of another cell in the form of a picture.
 - Auto fill feature in excel is used to automatically fill a series of cells.
 - In Excel, you can use "Merge & Center" to merge more than one cell into a single larger cell.
 - You can also unmerge cells
 - You can fill the unmerged cells with the original data.
 - Microsoft Excel aligns numbers to the bottom-right of cells and text to the bottom-left by default.
 - In Excel, you can align data both horizontally and vertically.
 - You can format text using Format Painter option.
 - You can also apply different kinds of formatting to numbers.
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Key Takeaways

- You can also format text using Format cells dialog box.
 - You can use Cell Style to apply different formats on data in one step.
 - You can also clear any formatting done on data in Excel.
 - A **named range**, **range name**, or **defined name** all refer to the same object in Excel.
 - The named range does not change when the formula is copied to other cells
 - Any named ranges that are created are workbook specific and can only be used in the workbook they are created in.
 - The **Filter** button in the **Name Manager** makes it easy to find names with errors, determine the scope of error and sort and filter listed names.
 - There are three methods for defining a name range are using the name box, new name dialog box, and the name manager.
 - A sparkline is a tiny chart in a worksheet cell that provides a visual representation of data.
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Key Takeaways

- Sparklines is used to show trends in a series of values, such as seasonal increases or decreases, economic cycles, or to highlight maximum and minimum values.
- Conditional formatting allows you to apply specific formatting to cells that meet certain criteria.
- It is a color-based formatting to highlight, emphasize, or differentiate among data and information stored in a spreadsheet.
- Conditional formatting brings attention to important data points such as deadlines, at-risk tasks, or budget items.
- Conditional formatting transforms your spreadsheet into an attentive system that highlights key information and keeps you on top of your workload.
