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CHAPTER 3

Applied Visualization with MS Excel 2016

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Learning Outcomes

This chapter aims for learner to be able to:-

1. Apply data visualization in Microsoft Excel 2016.



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Table of Content

- Using conditional formatting

	A	B	C	D	E	F	G	H	I	J
1	98	56	81	72	73	67	71	52	95	49
2	7	18	81	8	100	26	91	32	52	44
3	41	34	3	65	27	79	11	96	6	29
4	67	94	11	55	14	29	28	23	86	69
5	24	14	53	77	84	85	28	38	62	85
6	47	56	89	75	90	59	93	81	50	23
7	24	85	32	12	56	65	25	56	26	72
8	5	28	28	57	37	44	84	92	74	17
9	55	18	69	56	10	4	33	18	91	56
10	40	75	43	32	42	90	95	71	4	30

Before

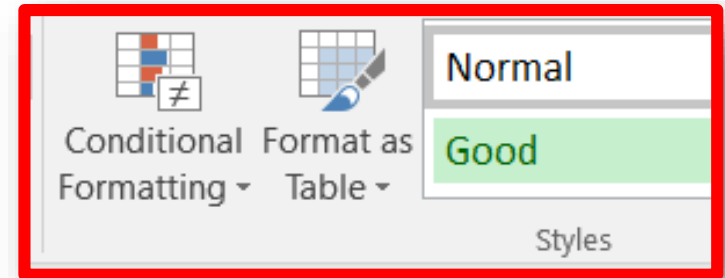
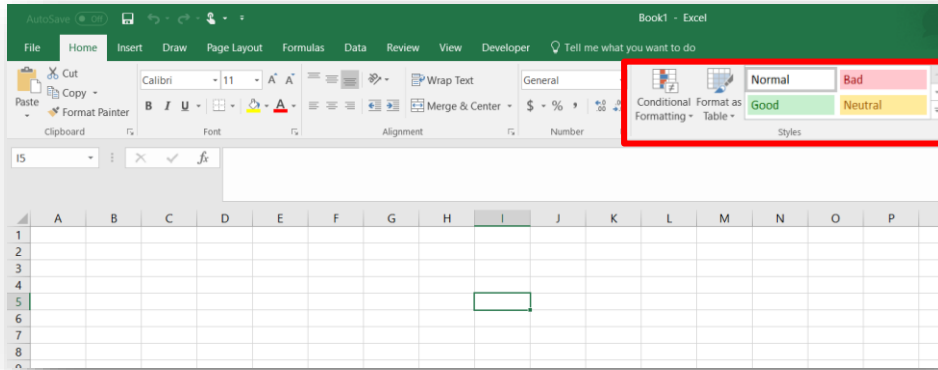
	A	B	C	D	E	F	G	H	I	J
1	98	56	81	72	73	67	71	52	95	49
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5	24	14	53	77	84	85	28	38	62	85
6	47	56	89	75	90	59	93	81	50	23
7	24	85	32	12	56	65	25	56	26	72
8	5	28	28	57	37	44	84	92	74	17
9	55	18	69	56	10	4	33	18	91	56
10	40	75	43	32	42	90	95	71	4	30

After



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Conditional Formatting



Using this feature to identify, differentiate or cluster certain value in cells to reveal pattern or insight.



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Tutorial

- Assume you already have 100 data with different values like below.

	A	B	C	D	E	F	G	H	I	J
1	98	56	81	72	73	67	71	52	95	49
2	7	18	81	8	100	26	91	32	52	44
3	41	34	3	65	27	79	11	96	6	29
4	67	94	11	55	14	29	28	23	86	69
5	24	14	53	77	84	85	28	38	62	85
6	47	56	89	75	90	59	93	81	50	23
7	24	85	32	12	56	65	25	56	26	72
8	5	28	28	57	37	44	84	92	74	17
9	55	18	69	56	10	4	33	18	91	56
10	40	75	43	32	42	90	95	71	4	30



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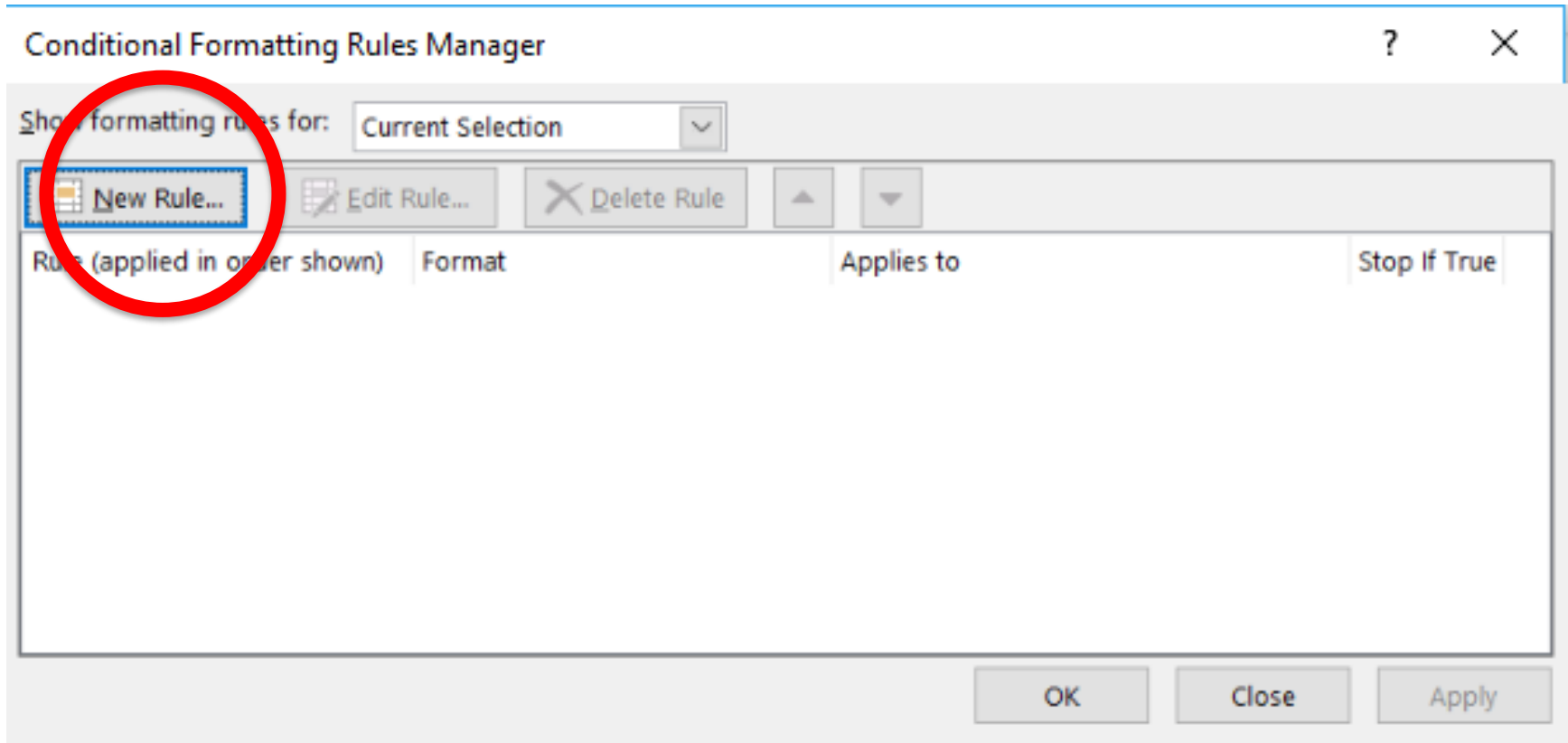
Visualize with Conditional Formatting

- Step 1 : Select all the values in the cells.
- Step 2 : Click Home>Conditional Formatting>Manage Rules



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Select “New Rule...”



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Select “Format only Cells that contain”

New Formatting Rule

Select a Rule Type:

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

Edit the Rule Description:

Format only cells with:

Cell Value between 1 and 30

Preview: No Format Set [Format...]

[OK] [Cancel]



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Enter your preferred values

New Formatting Rule

Select a Rule Type:

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

Edit the Rule Description:

Format only cells with:

Cell Value between and

Preview: No Format Set



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Click “Format”

New Formatting Rule ? ×

Select a Rule Type:

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

Edit the Rule Description:

Format only cells with:

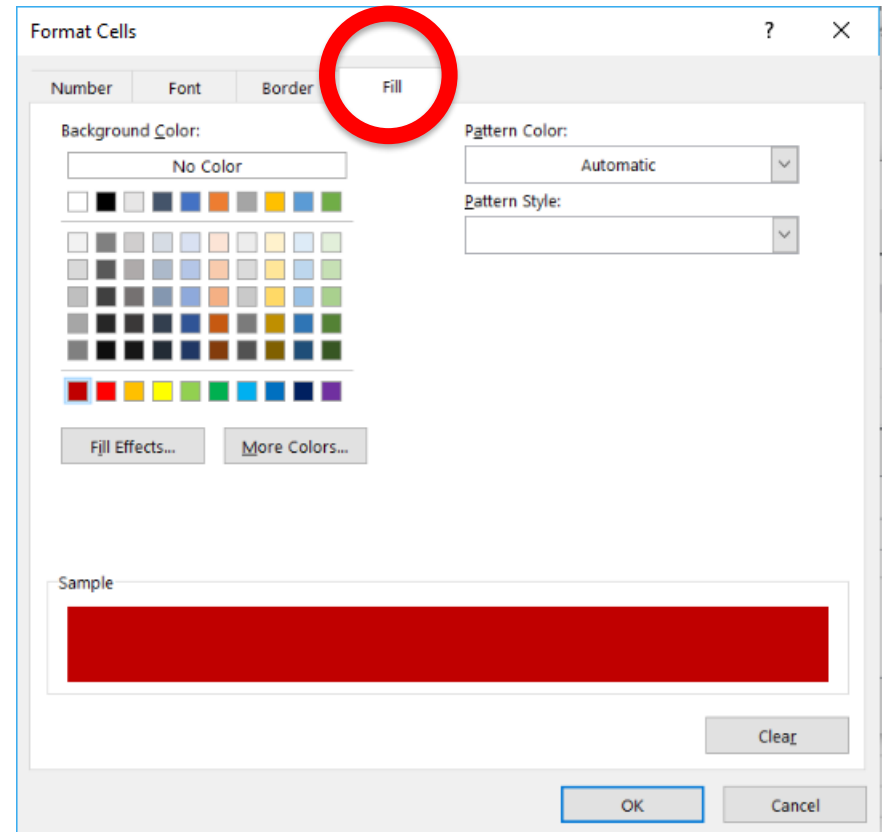
Cell Value between 1 and 30

Preview:



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Click “Fill” and choose your preferred colour



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Result

	A	B	C	D	E	F	G	H	I	J
1	98	56	81	72	73	67	71	52	95	49
2	7	18	81	8	100	26	91	32	52	44
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