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Cell Styles

Normal, Commas and Decimal Points

Percent, Date, Multiple, Hard Code

Conditional Formatting

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Cell Styles

What is it?

Quickly format a cell by choosing pre-defined cell styles

Benefits

Consistent formatting

Change all formatted cells in seconds

Use

Requires set up but once done can be quickly applied

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Normal Cell Style

Normal

Number	#,##0.0_);(#,##0.0);0.0_);@_)
Border	No Borders
Fill	No Shading
Protection	Locked

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Percent, Date, Multiple, Hard Code

Percent	
Number	0.0%_);(0.0%)
Date	
Number	dd-mmm-yy
Multiple	
Number	#,##0.0 x_);(#,##0.0 x);
Hard Coded Number	
Font	Blue (RGB 0, 0, 255)

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Conditional Formatting

What is it?



Cell formatting changes depending on the value of the cell or formula

Benefits



Automatic changes in real time

Visual aid

Use



Can use existing rules in Excel, or your own formulas

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Data Validation

What is it?

Make sure users enter only certain values in a cell

Benefits

- Avoid erroneous inputs
- Guide for users

Use

- Drop down for months of the year
- Only whole numbers
- Use a custom list
- Input and error messages

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