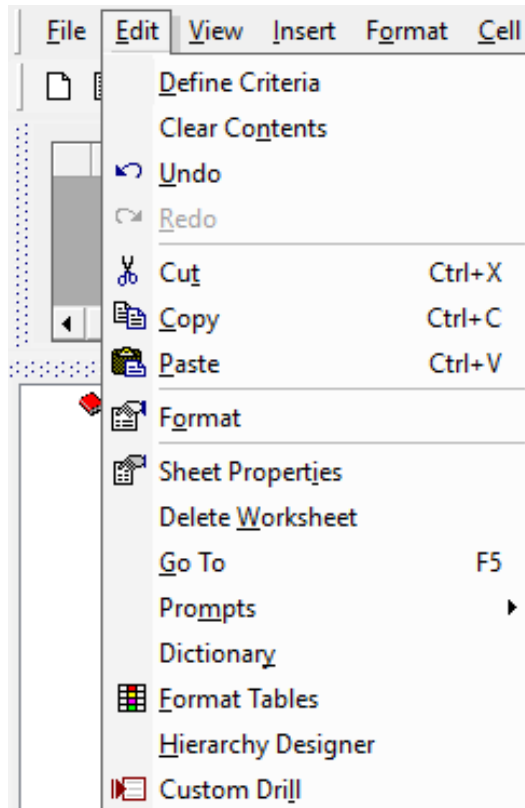


Conditional Formatting

A Format Table will be used to set up conditional formatting.

- Open the Edit menu on the menu bar



- Select Format Tables
- Create a Code for the Format Table
 - The name is up to you. It is basically irrelevant.
 - Enter a Description of the Format Table

Format Table

Table

Code:

Description:

	From	To	Display
1			
2			
3			
4			

Range

From: To: Exclude

Display

Format

Font: Use this font

Background: Use this font colour

Use this background colour

Alert

Alert Name:

Store value

Options

Hide Row

Hide Column

Show Row

Show Column

Apply to Worksheets

Primary

Drilldown

Transactions

Breakout

Expand

Filter

Total Row

Save

Cancel

Help

Print

Export

Import

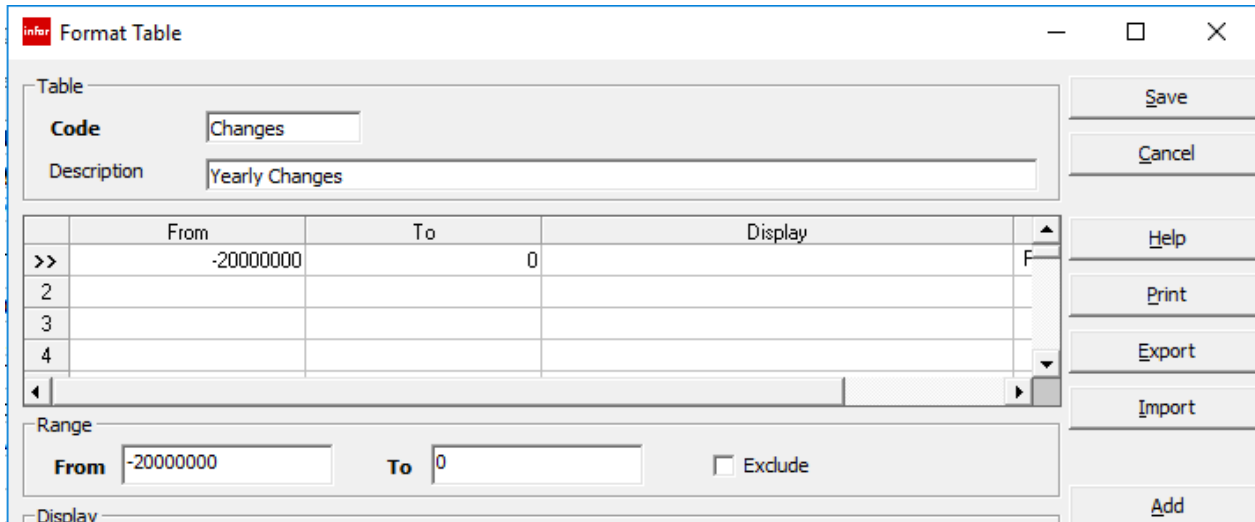
Add

Clear

E-mail

At this point, let's review the assignment: to create a Format Table that will be applicable to the entire worksheet. The Format Table will be created in a cell, but once it has been created, it will be attached to all the cells where the criteria are necessary. The first step is to set up the criteria and the desired response.

- In the first row of the Format Table, set up a Range of Values.
 - If the number is between -20000000 to 0, the cell background should be green
 - If the number is negative, the expenses have decreased.



- In the lower portion of the interface, click Use this font color and also Use this Background color

infor Format Table

Table

Code: Changes
Description: Yearly Changes

	From	To	Display
>>	-20000000	0	
2			
3			
4			

Range: From -20000000 To 0 Exclude

Display: [Empty text area]

Format

Font: [Button] Use this font
 Use this font colour
 Background: [Button] Use this background colour

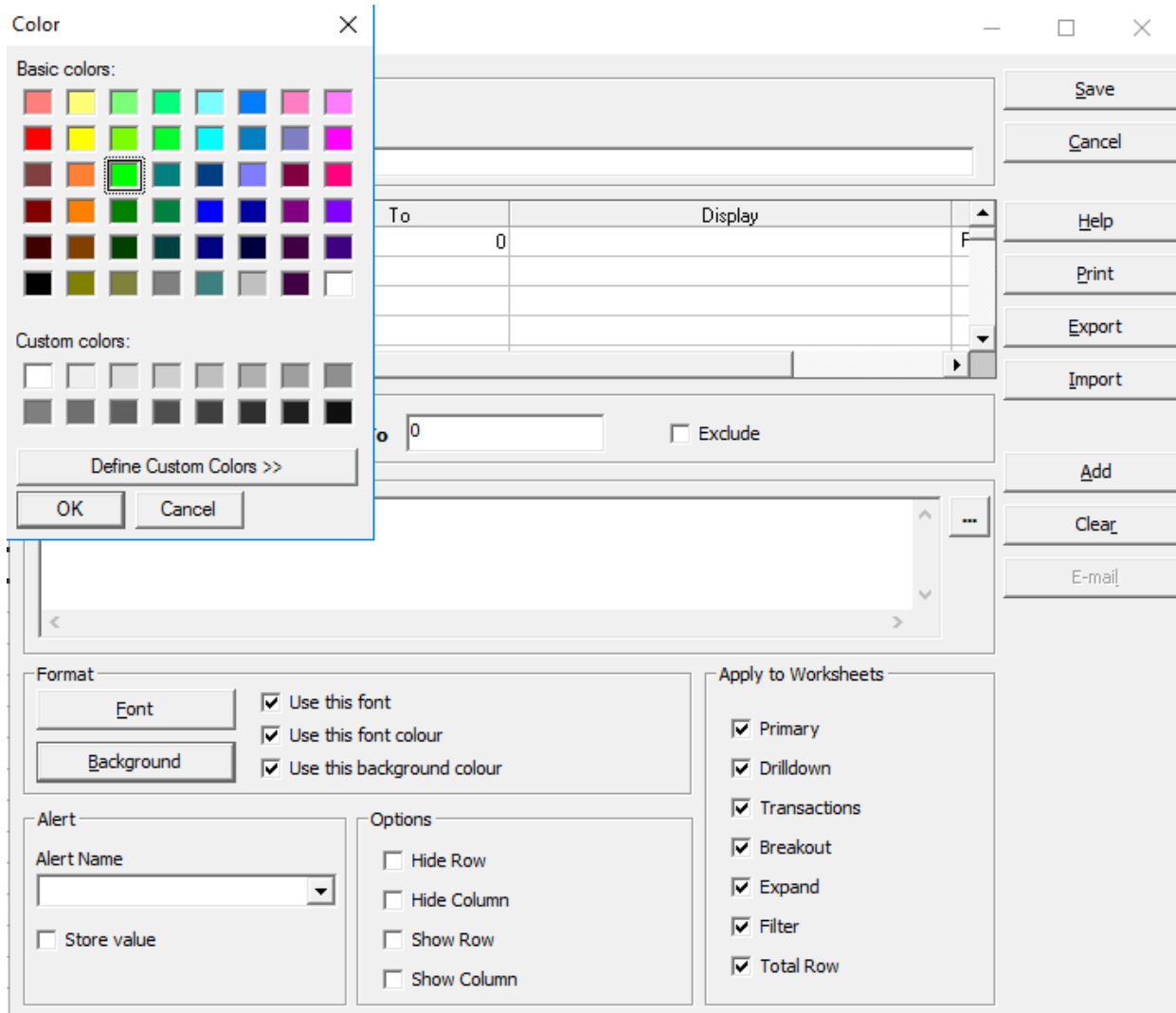
Alert: Alert Name [Dropdown] Store value

Options: Hide Row Hide Column Show Row Show Column

Apply to Worksheets: Primary Drilldown Transactions Breakout Expand Filter Total Row

Save
Cancel
Help
Print
Export
Import
Add
Clear
E-mail

- Click the Background button
- Select Green



The screenshot displays a software interface with a 'Color' dialog box open on the left and a 'Format' panel at the bottom. The 'Color' dialog box features a grid of 'Basic colors' and a row of 'Custom colors'. A light green color is selected in the basic colors grid. Below the color grids are buttons for 'Define Custom Colors >>', 'OK', and 'Cancel'. The background interface includes a table with a 'To' column containing the value '0' and a 'Display' column. Below the table is a radio button labeled '0' and an 'Exclude' checkbox. On the right side, there is a vertical toolbar with buttons for 'Save', 'Cancel', 'Help', 'Print', 'Export', 'Import', 'Add', 'Clear', and 'E-mail'. The 'Format' panel at the bottom is divided into several sections: 'Format' with 'Font' and 'Background' buttons and checkboxes for 'Use this font', 'Use this font colour', and 'Use this background colour'; 'Alert' with an 'Alert Name' dropdown and a 'Store value' checkbox; 'Options' with checkboxes for 'Hide Row', 'Hide Column', 'Show Row', and 'Show Column'; and 'Apply to Worksheets' with checkboxes for 'Primary', 'Drilldown', 'Transactions', 'Breakout', 'Expand', 'Filter', and 'Total Row'.

Format Table

Table

Code: Changes
Description: Yearly Changes

	From	To	Display
>>	-20000000	0	F
2			
3			
4			

Range

From: -20000000 To: 0 Exclude

Display

Format

Font Use this font
 Use this font colour
 Background Use this background colour

Alert

Alert Name:
 Store value

Options

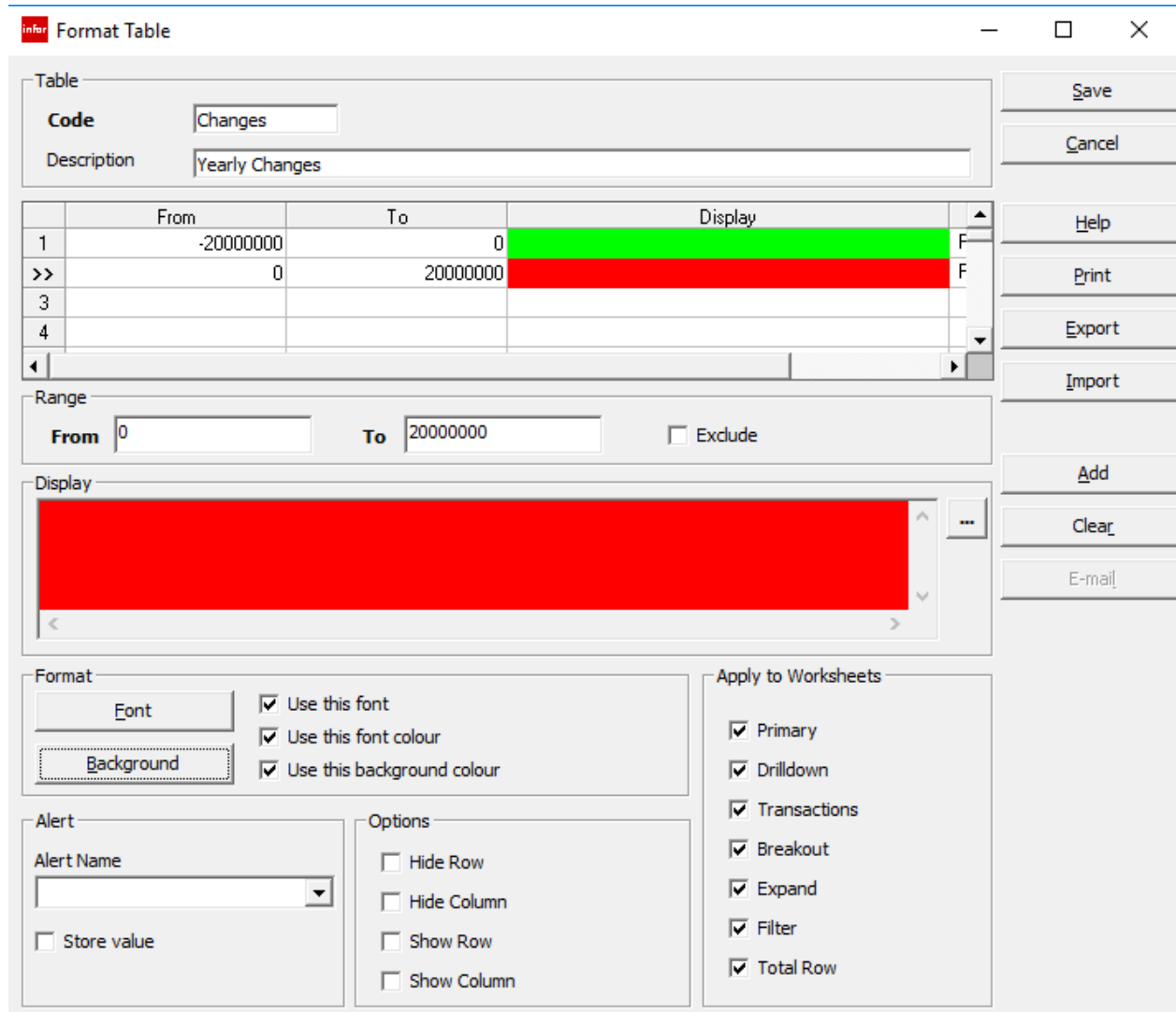
Hide Row
 Hide Column
 Show Row
 Show Column

Apply to Worksheets

Primary
 Drilldown
 Transactions
 Breakout
 Expand
 Filter
 Total Row

Save
 Cancel
 Help
 Print
 Export
 Import
 Add
 Clear
 E-mail

- Click the next row in the grid pane
- Enter a range of 0 to 2000000
- Click Background button
- Choose red



Table

Code: Changes
Description: Yearly Changes

	From	To	Display
1	-20000000	0	Green background
>>	0	20000000	Red background
3			
4			

Range: From 0 To 20000000 Exclude

Display: [Red bar]

Format: Use this font
 Use this font colour
 Use this background colour

Alert: Alert Name [dropdown] Store value

Options: Hide Row Hide Column Show Row Show Column

Apply to Worksheets: Primary Drilldown Transactions Breakout Expand Filter Total Row

Buttons: Save, Cancel, Help, Print, Export, Import, Add, Clear, E-mail

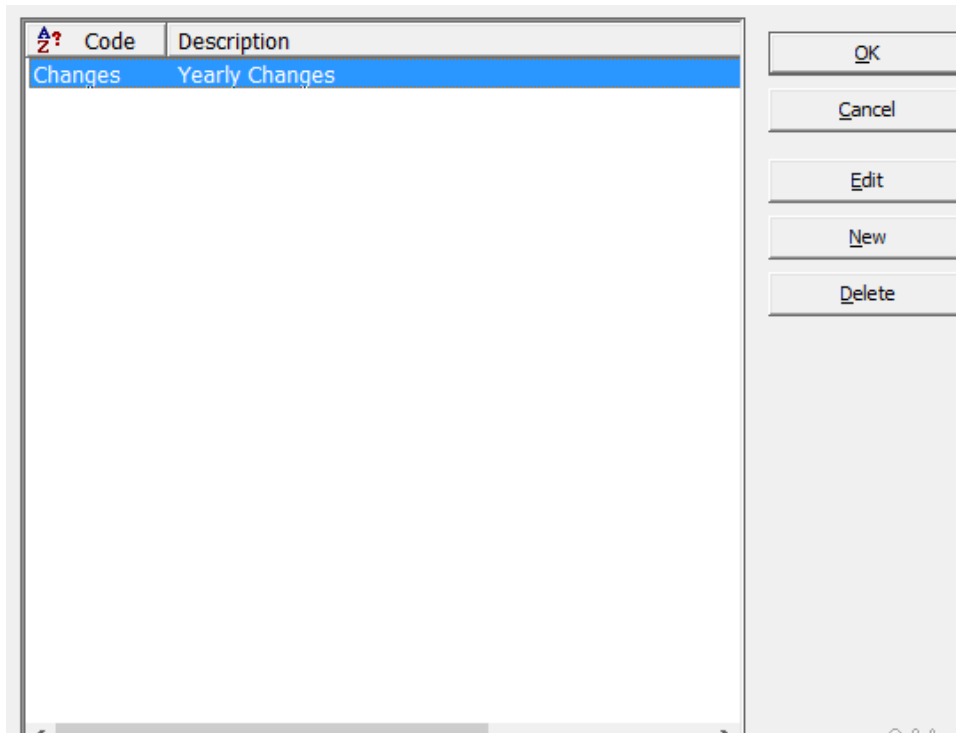
The Format Table will control how numbers will be displayed:

- If the number is negative, it will be displayed against a green background
- If the number is positive, it will be displayed against a red background

Criteria can be added, so the Format Table is even more sensitive and granular; for instance, a color could be set for zeros to show there is no change, and so forth.

Take a good look at the Format Table interface options. There are several behaviors you can set. We are only going to set the background color for our demonstration.

- Click Save



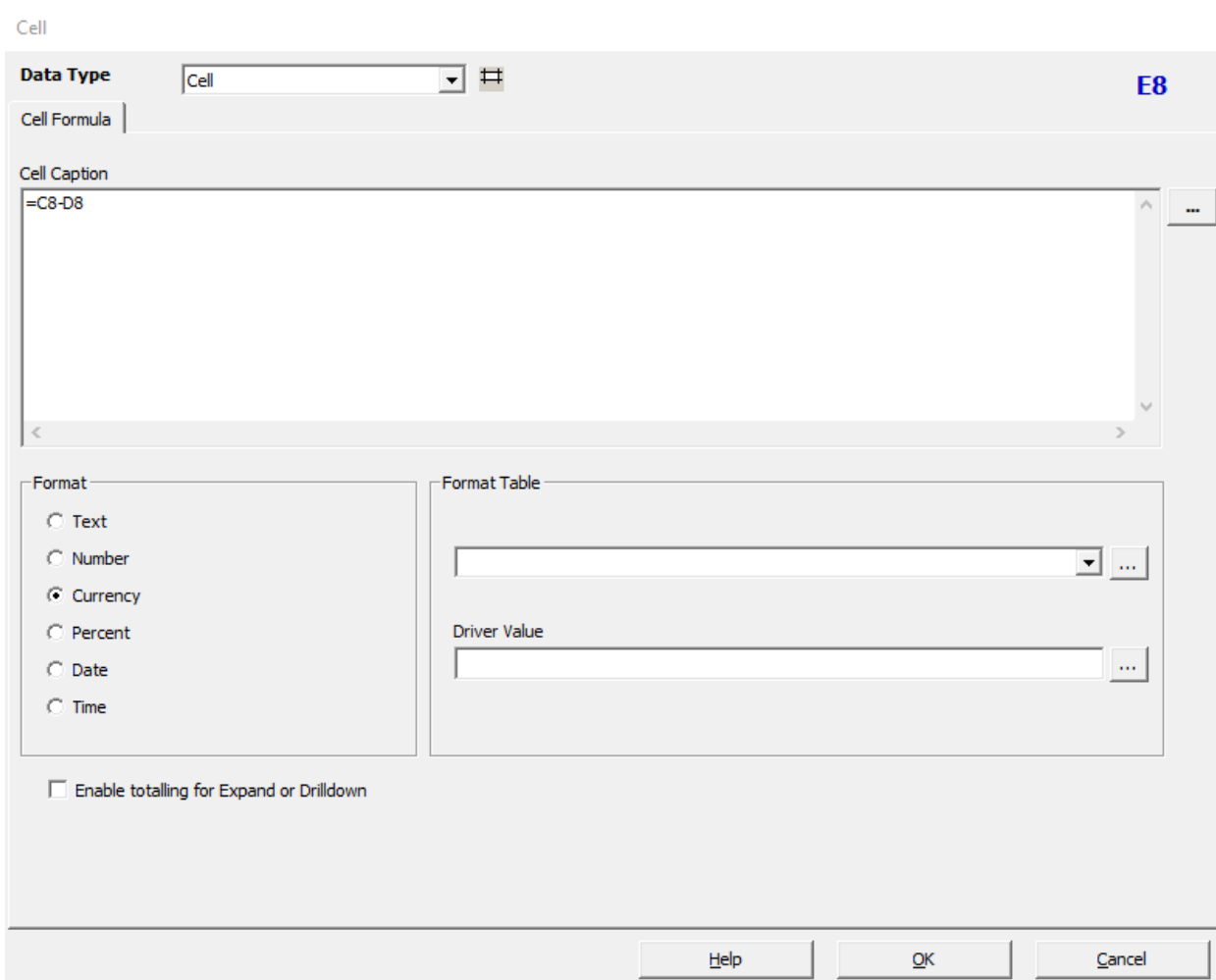
- Click OK to return to the report worksheet

The screenshot shows an Excel spreadsheet with a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar. The spreadsheet has a worksheet named 'EMPLOYEEEXPENSES' with a table of employee expenses. The table has columns for 'Code', 'Description', '2016', and '2017'. The data is as follows:

	Code	Description	2016	2017
1		Ace Union		
2		Analysis of Employee Expenses		
3		2016 to 2017 Comparison		
4				
7			2016	2017
8	811220	Car Depreciation Allowance	1.00	1.00
9	811230	Child Allowance	1.00	1.00
10	811410	Area Travel Subsidy (House to Office Travel)	1.00	1.00
11	816110	Medical Policy Premium	1.00	1.00
12	817110	Tax Assistance	1.00	1.00
13				
14			5.00	5.00
16				
17				

No changes have been made to our worksheet. The Format Table we created must be attached to the cells we want it to work in.

- Double-click in cell E8



Notice the Format Table fields in the lower right side of the interface.

- In the first field, type in the Code of the Format Table, or use the Assist button to select it.

Cell

Data Type: Cell E8

Cell Formula

Cell Caption

=C8-D8

Format

Text
 Number
 Currency
 Percent
 Date
 Time

Format Table

Changes

Driver Value

=E\$8

0

Enable totalling for Expand or Drilldown

Help OK Cancel

- We must do this in every cell in which we want the Format Table to work. Do so in cells E9 through E12.

Extract

Let's see what we get when we extract the drill path.

- Click the Extract icon
- Then click the Extract Drill Path button

	A	B	C	D	E	F
1		Ace Union				
2		Analysis of Employee Expenses				
3		2016 to 2017 Comparison				
4						
7			2016	2017		
8	811220	Car Depreciation Allowance	4,142.46	1,199,001.64	(\$1,194,859.18)	
9	811230	Child Allowance	4,142.46	1,199,001.64	(\$1,194,859.18)	
10	811410	Area Travel Subsidy (House to Office Travel)	4,142.46	1,199,001.64	(\$1,194,859.18)	
11	816110	Medical Policy Premium	4,142.46	1,199,001.64	(\$1,194,859.18)	
12	817110	Tax Assistance	4,142.46	1,199,001.64	(\$1,194,859.18)	
13						
14			20,712.30	5,995,008.20		
16						

Our conditional formatting is working. But our data is very unrealistic. Keep in mind that we are working with a demonstration database that makes no claims to holding valid data.

A more realistic result would look a bit like this:

Video Demo 2.ice - Q&A Executive / General Conference of SDA - HQ

Worksheet | Document

	B	C	D	E	F	G
1	Ace Union					
2	Analysis of Employee Expenses					
3	2009 to 2008 Comparisons					
4						
7						
8		2008	2009			
9				593.37		
10	Book and Equipment Allowance	10,158	1	130.00		
11	Child Allowance	31,790				
12	Utility Subsidy	1,014,221	2	999169.18		
13	Rent Subsidy	60,945	5	3560.79		
14	Flat Mileage Allowance	17,308	1			
15	Local Travel Allowance	10,158	10	1088.37		
16						
17		1,144,579	151,376	593.37		
19						
20						
21						

Another Format Table

Let's create a second Format Table. This time we want to create formatting that will give us a message in cells F8 through F12 saying "Favorable" or "Unfavorable", indicating whether the figure in cells E8 through E12 are negative or positive.

- Click in cell F8

Format Table

Table

Code:

Description:

	From	To	Display
>>	-200000000	0	Favorable
2			
3			
4			

Range

From: To: Exclude

Display

Format

Font Use this font

Background Use this font colour

Use this background colour

Alert

Alert Name:

Store value

Options

Hide Row

Hide Column

Show Row

Show Column

Apply to Worksheets

Primary

Drilldown

Transactions

Breakout

Expand

Filter

Total Row

Save

Cancel

Help

Print

Export

Import

Add

Clear

E-mail

- Click in the next row in the grid
- Enter a range of 0 to 200000000
- Type in a Display of Unfavorable

Format Table

Table

Code:

Description:

	From	To	Display	
1	-200000000	0	Favorable	F
>>	0	200000000	Unfavorable	F
3				
4				

Range

From: To: Exclude

Display

Format

Font: Use this font

Background: Use this font colour

Use this background colour

Alert

Alert Name:

Store value

Options

Hide Row

Hide Column

Show Row

Show Column

Apply to Worksheets

Primary

Drilldown

Transactions

Breakout

Expand

Filter

Total Row

Save

Cancel

Help

Print

Export

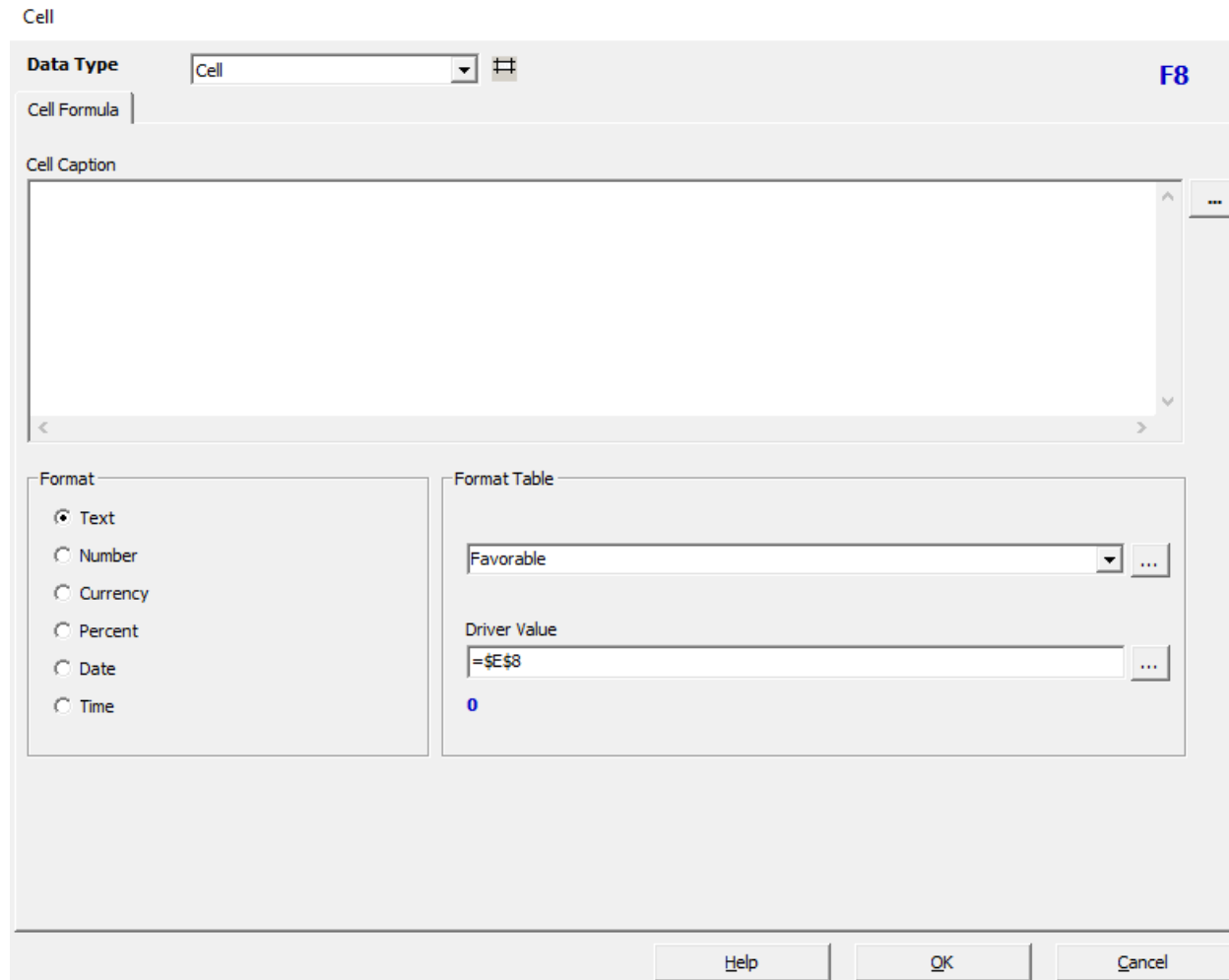
Import

Add

Clear

E-mail

- We need to attach the new Format Table to the report. Click in cell F8 to open the Define Criteria interface



- In the first Format Table field, select Favorable
- Notice that I have changed the value in the Driver Value field to =\$E\$8
 - We need the E8 cell for the Format Table to work
- We must do this for each of the figure cells E 8 through E12

Extract the report to see what we get

- We'll extract the drill path

File View Output Mode Tools Window Help

Worksheet | Document

EMPLOYEEEXPENSES

EmployeeExpenses

Name

- Accounting
- Arlington District
- Children's Minist
- Communication
- Congressional D
- Education
- Executive Secre
- Family Ministries
- General Function
- General Instituti
- Georgetown Dis
- Health Ministry
- In-House Opera
- Ministerial Assoc
- Oxon Hill District
- Potomac River D
- Presidential
- Public Affairs &

EmployeeExpenses								
	A	B	C	D	E	F	G	H
1		Ace Union						
2		Analysis of Employee Expenses						
3		2016 to 2017 Comparison						
4								
7			2016	2017				
8	811220	Car Depreciation Allowance	4,142.46	1,199,001.64	(\$1,194,859.18)	Favorable		
9	811230	Child Allowance	4,142.46	1,199,001.64	(\$1,194,859.18)	Favorable		
10	811410	Area Travel Subsidy (House to Office Travel)	4,142.46	1,199,001.64	(\$1,194,859.18)	Favorable		
11	816110	Medical Policy Premium	4,142.46	1,199,001.64	(\$1,194,859.18)	Favorable		
12	817110	Tax Assistance	4,142.46	1,199,001.64	(\$1,194,859.18)	Favorable		
13								
14			20,712.30	5,995,008.20				
16								
17								
18								
19								

One thing to keep in mind. The logic will sometimes let you down. The logic has to flow from the top down and from the left to the right.

Let's say I want the number in cell C10 to be red if the number in cell E10 is positive. The logic would not work. The calculation does not work in the standard order.