

# **Excel 2013: Evaluating Data**

**Modality: On Demand**

**Duration: 1 Hour**

From creating error messages to checking data, this series will cover how to get the most out of the data validation functions in Excel.

## **Course Outline:**

### Getting Started

- What you'll learn in this training

### Data Validation

- Specifying data validation criteria
- Creating data validation rule messages
- Identifying invalid data within a data validation range
- Creating a data validation drop-down list
- Finding cells that contain data validation rules
- Clearing existing data validation rules

### Conditional Formatting

- Understanding conditional formatting
- Applying Highlight Cells rules
- Applying Top/Bottom rules
- Applying data bars
- Applying color scales
- Applying icon sets
- Creating a Conditional Formatting rule
- Managing Conditional Formatting rules
- Clearing Conditional Formatting rules