Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?

A. There are 5 types of conditions available:

* Highlight cell rules
* Top/bottom cell rules
* Data bars
* Color scales
* Icon sets

2. How to insert border in Excel with Format Cells dialog?

A.

* Select the range of cells to which border will be applied.
* Right click and select the FORMAT CELLS option from the dropdown menu.
* Then click on the BORDER tab of the opened dialogue box .
* Now the format cells window appears.
* First select the desired line and colour options from the line section.
* Then select the proper PRESETS and BORDER styles as desired.
* Finally click on OK.

3. How to Format Numbers as Currency in Excel?

A.

* Select the range of cells to be formatted.
* Under HOME menu , a group called NUMBER is present.
* Under that section a DOWN ARROW is present.
* Click on the down arrow and select the currency format given in the drop down list, else
* Click on MORE NUMBER FORMATS and a window appears.
* Then under CATEGORY BOX click on CURRENCY OPTION.
* And then select the desired currency option.

4. What are the steps to format numbers in Excel with the Percent style?

A.

* Select the range of cells to be formatted.
* Under HOME menu , a group called NUMBER is present.
* Click on the % symbol given. Else if we want to customize then,
* Under that section a DOWN ARROW is present.
* Click on MORE NUMBER FORMATS and a window appears.
* Then under CATEGORY BOX click on PERCENTAGE OPTION.
* And then select the desired number of decimal places.
* Finally click on OK.

5. What is a shortcut to merge two or more cells in excel?

A.

* Select the range of cells to merge .
* Click on MERGE AND CENTER option in HOME menu.
* Select the MERGE CELLS option from the down arrow options.

Else

* Follow the above mentioned rule for first time and then subsequently you can use shortcut ALT+ENTER key by selecting the range of cells to be merged.

6. How do you use text commands in Excel?

A. We use text commands through a series of text functions provided by excel.

e.g. – concatenate,trim,upper,lower,left,right,rept,trim,substitute,proper,find,mid,len.