**Advance Excel Assignment 5**

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

The following are the six main types of conditions available in conditional formatting on Excel:

1. Cell Value: This condition allows you to format cells based on their specific value. For example, you can format cells that contain a certain text string, number, or date.
2. Formula: This condition allows you to use a custom formula to format cells. You can create formulas that evaluate the contents of cells, as well as other factors, such as dates and times.
3. Color Scale: This condition allows you to apply color scales to cells based on their values. You can choose from several pre-defined color scales or create your own.
4. Data Bars: This condition allows you to apply data bars to cells, which provide a visual representation of the cell value.
5. Icon Sets: This condition allows you to apply icons to cells, which can represent different values, such as arrows pointing up or down to indicate an increase or decrease in value.
6. Custom Format: This condition allows you to create a custom format for cells, based on specific conditions. For example, you can format cells based on their value, font color, background color, and more.

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

To insert a border in Excel using the Format Cells dialog, follow these steps:

* Select the cell or range of cells that you want to add a border to.
* Right-click on the selected cell or range of cells, and then select "Format Cells" from the context menu.
* In the Format Cells dialog box, click on the "Border" tab.
* Choose the type of border you want to apply by selecting one of the options under "Border" section. For example, you can choose to apply a solid line, a dashed line, a dotted line, or a double line.
* Select the location where you want to apply the border. For example, you can choose to apply the border to the top, bottom, left, or right of the cell, or to all sides.
* Choose the color of the border by selecting a color from the "Color" dropdown menu.
* Set the thickness of the border by choosing a line style from the "Style" dropdown menu.
* Preview the border by clicking on the "Preview" button and make any adjustments if needed.
* Click on "OK" to apply the border to the selected cell or range of cells**.**

**3. How to Format Numbers as Currency in Excel?**

"Currency" button in the "Number" group on the "Home" tab in the ribbon. This will provide you with several pre-defined currency formats that you can choose from.

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

"Percent Style" button in the "Number" group on the "Home" tab in the ribbon. This will automatically apply the percent format to the selected cell or range of cells with two decimal places.

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

* Select the cells that you want to merge.
* Press and hold the "Alt" key on your keyboard.
* While holding down the "Alt" key, press "H", then "M", then "M", then "M".
* Release the "Alt" key.

**6.How do you use text commands in Excel?**

* CONCATENATE: This command is used to join two or more text strings into one cell. The syntax for this command is =CONCATENATE (text1, [text2], ...).
* LEFT: This command is used to extract a specified number of characters from the beginning of a text string in a cell. The syntax for this command is =LEFT (text, [num\_chars]).
* RIGHT: This command is used to extract a specified number of characters from the end of a text string in a cell. The syntax for this command is =RIGHT (text, [num\_chars]).
* MID: This command is used to extract a specified number of characters from the middle of a text string in a cell. The syntax for this command is =MID (text, start\_num, [num\_chars]).
* UPPER: This command is used to convert all text in a cell to uppercase. The syntax for this command is =UPPER (text).
* LOWER: This command is used to convert all text in a cell to lowercase. The syntax for this command is =LOWER (text).
* PROPER: This command is used to capitalize the first letter of each word in a cell. The syntax for this command is =PROPER (text).