

Advance Excel Assignment 5

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

Ans. There are multiple conditions available in conditional formatting. Some of the common conditions include:

- Cell Value: Format cells based on their specific values, such as greater than, less than, equal to, or between specific values.
- Formula: Apply formatting based on a formula you specify.
- Text: Format cells based on a specific text or a combination of text.
- Dates: Format cells based on specific date criteria, such as today, tomorrow, past dates, etc.
- Blanks or Non-Blanks: Highlight or format cells that are blank or non-blank.

- Duplicates: Identify and format duplicate values within a range.
- Top/Bottom Rules: Highlight the top or bottom values within a range.
- Color Scales: Apply formatting based on color gradients to show relative values.
- Data Bars: Add visual bars within cells to represent the values.
- Icon Sets: Display icons representing specific conditions, such as arrows, symbols, or traffic lights.

These are just a few examples of the many conditions available in conditional formatting.

Excel provides various options to format cells based on various criteria, making it a versatile tool for visualizing and analyzing data.

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

Ans. Follow these steps:

- Select the range of cells where you want to insert the border.
- Right-click and choose "Format Cells" from the context menu. Alternatively, you can press "Ctrl + 1" to open the Format Cells dialog.
- In the Format Cells dialog, go to the "Border" tab.
- Select the desired border style by clicking on the appropriate buttons under the "Presets" or "Line Style" section.
- Choose the border position by checking the boxes for "Outline," "Inside," or "Diagonal" as per your requirement.
- Adjust the border color by selecting a color from the "Color" dropdown.
- Modify the border thickness by choosing a line weight from the "Weight" dropdown.
- Preview the border in the "Preview" section to ensure it matches your expectations.

- Click "OK" to apply the border to the selected range of cells.

3. How to Format Numbers as Currency in Excel?

Ans. To format numbers as currency in Excel, select the cells, go to the "Number Format" dropdown in the "Home" tab, choose "Currency," select the desired currency symbol, adjust decimal places if needed, and click "OK" to apply the formatting.

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

Ans. To format numbers as percentages in Excel, select the cells, go to the "Number Format" dropdown in the "Home" tab, choose "Percent," adjust decimal places if needed, and click "OK" to apply the formatting.

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

Ans. Alt + H + M

6. How do you use text commands in Excel?

Ans. Text commands in Excel allow you to manipulate and analyze text data. Examples include CONCATENATE to combine text, LEFT/RIGHT/MID to extract characters, LEN to find text length, UPPER/LOWER/PROPER to change case, and SUBSTITUTE to replace text. Simply enter the desired command with appropriate cell references to perform text operations.

