Advance Excel Assignment 5

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

A. you will see five different types of conditional formatting in Excel. These types are- Highlight Cells Rules, Top and Bottom Rules, Data Bars, Color Scales, and Icon Sets. Under these types, there are some sub-types. We will explain all the types and their uses in their respective sections.

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

- Select a cell or a range of cells to which you want to add borders.

- On the Home tab, in the Font group, click the down arrow next to the Borders button, and you will see a list of the most popular border types.

- Click the border you want to apply, and it will be immediately added to the selected cells.

3. How to Format Numbers as Currency in Excel?

A. On the Home tab, click the Dialog Box Launcher next to Number. Tip: You can also press Ctrl+1 to open the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Currency or Accounting. In the Symbol box, click the currency symbol that.

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

- On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.

- In the Format Cells dialog box, in the Category list, click Percentage.

- In the Decimal places box, enter the number of decimal places that you want to display

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

A. Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.

6. How do you use text commands in Excel?

A. Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text. Now Excel will keep your leading 0's. If you've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back