**Advance Excel Assignment 5**

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

**Ans-:** In the Microsoft excel 2016 there are 5 option is available, this are-

1. Highlight cells Rules
2. Top/Bottom Rules
3. Data Bars
4. Color Scales
5. Icon Sets

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

**Ans: -** You can insert the border in the excel via using format cells dialog using following ways-:

* Select the cells or range of cells where you want to add borders.
* Right-click on the selected cells, 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.
* Under the "Presets" section, you can choose from various preset border styles.
* Choose the border as per your requirement.
* Click "OK" to apply the selected border settings.

This method allows you to add various type of border like inside, outside or diagonal border on your selected cell.

3. How to Format Numbers as Currency in Excel?

**Ans: -** In order to convert the Number as currency in the excel, there are two methods one is long another is shortcut keys, so I am explaining the shortcut, **First select the cell and then press- Ctrl+ Shift+4 (Ctrl+ Shift+$).** This is directly converting the number into the currency.

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

**Ans: - In** order to convert the Number as Percent style in the excel, there are two methods one is long another is shortcut (**I mostly prefer the shortcut** )keys, so I am explaining the shortcut, First select the cell and then press- Ctrl+ Shift+5 (Ctrl+ Shift%) This is directly converting the number into the currency.

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

**Ans-** Select the cell you want the merge they fallow the steps-:

* Press Alt + H to activate the "Home" tab on the ribbon.
* Press M to select the "Merge & Center" option.

6. How do you use text commands in Excel?

**Ans**- Although Excel is all about numeric data, when we need to deal with string and text data, we need a function called the TEXT() function.

The Excel text() function is used to convert the numeric data into text. Once the data is converted, we cannot use it for the calculation because the data is now in the form of text. For the calculation, we need to keep it in another cell so that we can use it for the calculation.

**Syntax :- =text(value,formating\_text)**

**Value- value that need to format**

**Formating\_text-It is the format in which you want to format the data.**

We use the text function for the mostly three reasons

* When you want to display the data in the specific order. DD/MM/YYYY, MM/DD/YYYY or d mmmm, yyyy format.
* When we want to show the numeric data in the different ways. Like 100000 want to change into the 1,00,000 or into the percentage. Like =text(cell\_number , “0.0%”).This is convert any number into percentage.
* If you want to display the combination of the number and text in the cell in this case, we also use the text function.