
Advance Excel Assignment

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

Ans:- There are five different types of conditional formatting in Excel. These types are:

- Highlight Cells Rules
- Top and Bottom Rules
- Data Bars
- Color Scales
- Icon Sets

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

Ans:- To insert a border in Excel with Format Cells dialog, we can follow these steps:

- Select the cells that you want to add a border to.
- Right-click on the selected cells, then click on Format Cells.
- In the Format Cells dialog box, click on the Border tab.
- Select the type of border that you want to add to the cells.
- Click on OK to apply the border to the cells.

3. How to Format Numbers as Currency in Excel?

Ans:- To format numbers as currency in Excel, we can follow these steps:

- Select the cells that you want to format as currency.
- On the Home tab, in the Number group, click on the drop-down arrow next to the Number Format box.
- Select Currency from the list of number formats.
- In the Symbol box, select the currency symbol that you want to use.
- Click on OK to apply the currency format to the cells.

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

Ans:- To format numbers in Excel with the Percent style, you can use any of these methods.

- Use the keyboard shortcut Control + Shift + Enter.
- Select "Percentage" from the dropdown on the home tab of the ribbon.
- Click the % button in the Number section on the home tab of the ribbon.
- Control + 1 > Number > Percentage.

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

Ans:-The shortcut to merge two or more cells in Excel is ALT + H + M + M.

6. How do you use text commands in Excel?

Ans:- Text commands in Excel are called text functions. Text functions are used to manipulate text strings in Excel. Some of the most commonly used text functions include FIND, LEFT, RIGHT, MID, TRIM, PROPER, SUBSTITUTE and UPPER.

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