**ADVANCE EXCEL ASSIGNMENT - 5**

**Q1. How many types of conditions are available in conditional formatting on Excel?**

**Ans.** Ms Excel provides several types of conditions for conditional formatting. Some common types of conditions in Excel's conditional formatting include:

1. **Highlight Cell Rules:**
   * Greater Than
   * Less Than
   * Between
   * Equal To
   * Not Equal To
   * Specific Text that Containing, Not Containing, Begins With, Ends With
   * A Date Occurring
   * Duplicate Values
2. **Top/Bottom Rules:**
   * Top 10 Items
   * Bottom 10 Items
   * Above Average
   * Below Average
   * Top 10 %
   * Bottom 10 %
3. **Formulas:** To create custom formulas to define own conditions.
4. **Data Bars:** To apply a gradient fill to cells based on their values.
5. **Color Scales:** Apply color gradients to cells based on their values.
6. **Icon Sets:** Use icons to represent data ranges (e.g., arrows, traffic lights).
7. **New Rule:** Allows to create a custom rule based on a formula.

**Q2. How to insert border in Excel with Format Cells dialog?**

**Ans.** To insert borders in Excel using the Format Cells dialog, the steps are as follows:

1. Select the cells or range of cells where you want to apply borders.
2. Press **Ctrl + 1** to open the Format Cells Dialog.
3. Go to the Border Tab.
4. Choose Border Style and click “OK” to apply borders.

**Q3. How to Format Numbers as Currency in Excel?**

**Ans.** To format numbers as currency in Excel, the steps are as follows:

1. Select the cells or range of cells containing the numbers you want to format.
2. Navigate to the "Home" tab in the Excel ribbon.
3. Look for the "Number" group within the Home tab.
4. Click on the Number Format Dropdown.
5. In the dropdown menu, select the "Currency" option. This will format the selected cells as currency.
6. Click OK.

**Q4. What are the steps to format numbers in Excel with the Percent style?**

**Ans.** To format numbers with the Percent style in Excel, the steps are as follows:

1. Select the cells or range of cells containing the numbers you want to format.
2. Navigate to the "Home" tab in the Excel ribbon.
3. Look for the "Number" group within the Home tab.
4. Click on the Number Format Dropdown.
5. In the dropdown menu, select the "Percent" option. This will format the selected cells as percentages.
6. Click OK.

**Q5. What is a shortcut to merge two or more cells in excel?**

**Ans.** Alt + H, M is the shortcut to merge two or more cells in Excel**.**

**Q6. How do you use text commands in Excel?**

**Ans.** In Excel, some common ways to work with text commands that can be used to manipulate and analyze text within cells are **LEN, LEFT**, **RIGHT**, **MID, CONCATENATE,** **UPPER**, **LOWER**, **PROPER, Text to Columns, FIND and REPLACE** etc**.**