

Excel Assignment 5

- 1) How many types of conditions are available in Conditional Formatting on excel?

Conditional formatting allows you to automatically apply formatting rule. Such as color, icons, and data bars - to one or more cells based on the cell value. To do this, we'll need to create conditional formatting rule. For example, a Conditional formatting rule might be, if the value is less than \$2000, color the cell red. By applying this rule, we will be able to quickly see which cells contains values less than \$2000.

We can apply multiple conditional formatting rules to a cell range or worksheet, allowing you to visualize different trends and patterns in our data.

Conditional formatting presets:

Excel has several predefined styles or presets you can use to quickly apply conditional formatting to our data. These are grouped into three categories:

- (i) Data Bars
- (ii) Color Scales
- (iii) Icon Sets

- 2) How to insert border in Excel with Format cells Dialog?

- (i) Select the cells that you want to format.
- (ii) On the Format menu, click cells
- (iii) In the Format cells Dialog box, click the Border tab.
- (iv) Select any of the line styles in the style list.

- (iv) click the color drop-down arrow and select any of the colors.

How to format Numbers as currency in Excel?

Select the cell or range of cells that we want to format, and press $\text{Ctrl} + \text{Shift} + \$$.

Select the Cells that we want to format and then, in the Number group on the Home tab, click the down arrow in the Number format box. Choose currency.

What are the steps to format numbers in Excel with percent style?

In Excel, we can format numbers in cells for things like currency, percentages, decimals, dates, phone numbers.

- (i) Select a cell or a cell range
- (ii) On the Home tab, select a Number from the drop-down.

* press $\text{Ctrl} + 1$ and select Number
* Right click the cell or cell range, select Format cells and select Number.

~~Multiplies~~ Multiplies the cell value by 100 and displays the result with a percent (%) symbol.
We can specify the number of decimal places that we want to use.

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

- (i) Merge cells ALT H+M+M
- (ii) Merge & center ALT A+M+C
- (iii) Merge Across: ALT H+M+C
- (iv) Unmerge cells: ALT H+M+C

6) How do you use text comment in Excel?

Here are few text functions:

(i) Left () : we can use left function when we want to extract the leftmost characters from a string. Syntax : Left (text, num-char)

(ii) Len () Len function in Excel helps you to know the length of a string that is number of characters in string.

Syntax : LEN (text)

(iii) MID ()

Mid function in Excel is used to extract the characters from the middle of a string.

Syntax : MID (text, start-char, num-chars).

(iv) Find ()

Find function in Excel is used to when we want to know the position of certain characters in a particular string.

= FIND (find-text, within-text, [start-num])

Excel Text function: is commonly used to convert a numeric value to a text string and display it in the format we specify so we can use it to convert date to text in Excel format.