**Advance Excel Assignment 5**

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

Ans.

Cell Value: Format cells based on their specific values, such as greater than, less than, equal to, between, etc.  
Formula: Apply formatting based on a custom formula that you define. This allows for more complex and specific conditions.  
Top/Bottom Rules: Format the top or bottom "n" values within a range.  
Data Bars: Create horizontal bars within cells to represent the values using a gradient scale.  
Color Scales: Apply color gradients to cells based on their values, where higher or lower values are associated with different colors.  
Icon Sets: Display icons (such as arrows, shapes, or symbols) within cells based on their values.  
Text Contains: Format cells that contain specific text or a particular substring.  
Blanks or Non-Blanks: Format cells that are empty or non-empty.  
Unique/Duplicate Values: Highlight or format cells that contain duplicate or unique values.  
Date Occurring: Format cells based on the occurrence of a specific date or date range

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

Ans.

1. Click Home > the Borders arrow .
2. Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
3. Click the Borders arrow > Line Color arrow, and then pick a color.
4. Click the Borders arrow > Line Style arrow, and then pick a line style.
5. Select cells you want to draw borders around.

3. How to Format Numbers as Currency in Excel?

Ans. Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

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

Ans. 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?

Ans. 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?

Ans. In Excel, you can use text commands or functions to manipulate and analyze text within cells. These functions can help you extract specific parts of a text string, combine multiple text values, change the case of text, find and replace text, and much more. Here are some commonly used text functions in Excel:  
  
CONCATENATE: Combines multiple text strings into one. Example: =CONCATENATE(A1, " ", B1) - Combines the text in cell A1, a space, and the text in cell B1.  
LEFT, RIGHT, MID: Extracts a specific number of characters from the left, right, or middle of a text string. Example: =LEFT(A1, 5) - Retrieves the leftmost 5 characters from cell A1.  
LEN: Returns the number of characters in a text string. Example: =LEN(A1) - Gives the length of the text in cell A1.  
LOWER, UPPER, PROPER: Converts text to lowercase, uppercase, or proper case. Example: =LOWER(A1) - Converts the text in cell A1 to lowercase.  
FIND, SEARCH: Searches for a specific text within a larger text string and returns its position. Example: =FIND("Apple", A1) - Finds the position of "Apple" within the text in cell A1.  
SUBSTITUTE: Replaces specific text in a text string with new text. Example: =SUBSTITUTE(A1, "old", "new") - Replaces "old" with "new" in the text in cell A1.  
TEXT: Formats a value as text using a specified format. Example: =TEXT(A1, "mm/dd/yyyy") - Formats the date in cell A1 as "mm/dd/yyyy".  
To use these text functions, you typically enter the function in a cell, specifying the relevant arguments such as the text to manipulate or the desired formatting. You can also combine text functions with other Excel functions and formulas to perform more advanced operations on your data.