

Advance Excel Assignment 5

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

Ans: There are 64 conditions which are available in conditional formatting on Excel.

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

Ans: To insert border in Excel with Format Cells dialog

(i) Go to Format under HOME tab of cells icon

(ii) Then go to Protection > Format Cells

(iii) Format Cells dialog box will open from where we can select Border option and click OK.

Q3 > How to format Numbers as Currency in Excel?

Ans: To format Numbers as Currency in Excel -

(i) Go to Drop down on Currency button in Numbers icon under the Home tab.

(ii) Select the values and required currency you want to apply by clicking on the required currency.

Q4 > What are the steps to format numbers in Excel with the Percent Style?

Ans: To format numbers in Excel with Percent Style.

- (i) Select cells containing numbers you want to format.
- (ii) On HOME tab, click Number dialog box. Format Cells dialog box appears, with Number tab on top.
- (iii) From dropdown list, select Percentage.
- (iv) Specify number of decimal places.
- (v) Click OK.

Q5 > What is a shortcut to merge two or more cells in Excel?

Ans: Shortcut to merge two or more cells in Excel is pressing \rightarrow "ALT + H + M".

Q6 > How do you use text commands in Excel?

Ans: It is used to convert numbers to text within a workbook.

Syntax — = Text (Value, format_text)

- (i) When we want to display dates in specified format.
- (ii) When we want to combine numbers with text or characters.