

## **EXCEL ASSIGNMENT 5**

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

Conditional formatting in Excel offers various types of conditions or rules that you can apply to format cells based on specific criteria. Here are some of the common types of conditions available in Excel's conditional formatting:

**Highlight Cells Rules:** These rules allow you to format cells based on their values compared to a specified threshold. Some common examples include:

- Greater Than
- Less Than
- Between
- Equal To
- Text That Contains
- A Date Occurring

**Top/Bottom Rules:** These rules let you format the top or bottom "n" values within a range. For example:

- Top 10 Items
- Bottom 10 Items

**Data Bars:** Data bars allow you to add a horizontal bar inside the cell to represent the value's magnitude. The length and color of the bar correspond to the cell's value.

**Color Scales:** Color scales apply a gradient color scheme to the cells based on their values. This helps to visually represent the data distribution.

**Icon Sets:** Icon sets add icons (e.g., arrows, shapes, flags) to cells based on their values. The icons provide a quick visual indicator of the value's status.

**New Rule:** This option allows you to create custom formatting rules using Excel formulas. You can define your own conditions and format cells accordingly.

**Clear Rules:** This option allows you to clear conditional formatting rules from selected cells or the entire worksheet.

**Manage Rules:** You can use this option to view, edit, or delete existing conditional formatting rules in your worksheet.

**Highlight Cells That Contain:** This rule allows you to format cells that contain specific text or values.

To access these conditional formatting, go to the 'Home' tab in Excel, and then click on the 'Conditional Formatting' button in the 'Styles' group.

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

In Excel, you can insert borders around cells using the "Format Cells" dialog. These are the following steps:

**Select the Cells:** First, select the cells or range of cells to which you want to add borders. You can select multiple cells by clicking and dragging your mouse, or you can hold down the Shift key while using the arrow keys.

**Open the Format Cells Dialog Box:**

- Right-click on the selected cells, and from the context menu, choose "Format Cells."
- Alternatively, you can go to the "Home" tab on the Excel ribbon, and in the "Alignment" group, click the small arrow in the bottom right corner to open the "Format Cells" dialog.

**Go to the Border Tab:** In the "Format Cells" dialog box, go to the "Border" tab. This tab is where you can configure the borders for the selected cells.

**Choose Border Style:** In the "Border" tab, you'll see various options to customize the border style. You can add borders to the following:

- "Outline": Adds a border around the outside of the selected range.
- "Inside": Adds borders between cells within the selected range.
- "Diagonal Down" and "Diagonal Up": Add diagonal borders from the top-left to bottom-right or top-right to bottom-left, respectively.
- You can also choose from various border styles, such as thick or thin lines, dashed lines, and more.

**Select Border Edges:** Click on the buttons corresponding to the edges where you want to add borders. For example, to add a border to the outside of the selected range, click the "Outline" button. To add borders between cells within the range, click the "Inside" button.

**Preview and Apply:** As you click on the border buttons, you will see a preview of the borders in the "Preview" section of the dialog box. Make sure the preview matches your desired border configuration.

**Color and Line Style:** You can further customize the border color and line style by using the color dropdown and line style dropdown in the "Style" section.

**Apply the Border:** Once you are satisfied with the border settings, click the "OK" button to apply the borders to the selected cells.

The selected cells will now have the borders you configured using the "Format Cells" dialog. You can adjust and remove borders using the same dialog box if needed.

### 3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, you can use the built-in formatting options. Here are the steps to do it:

**Select the Cells:** First, select the cells or range of cells that you want to format as currency.

**Go to the Home Tab:** Navigate to the "Home" tab on the Excel ribbon.

**Open the Number Format Dropdown:** In the "Number" group, you'll find a dropdown box for number formats. Click on the small arrow next to it to open the format options.

**Choose Currency Format:** In the dropdown menu, you'll see various number format options. To format the selected cells as currency, choose one of the currency options. You can select from different currency symbols and decimal places, depending on your preferences.

- **Currency:** This option uses the default currency symbol for your region and two decimal places.
- **Accounting:** This option also includes a currency symbol and decimal places but aligns the currency symbols and decimal points vertically, making it suitable for financial statements.
- **Currency [0]:** This option formats the number as currency with no decimal places.

**Customize Currency Format (Optional):** If you want to customize the currency format further, you can do so by selecting "More Number Formats" at the bottom of the dropdown menu. This opens the "Format Cells" dialog.

**Customize Currency Format in Format Cells Dialog (Optional):** In the "Format Cells" dialog, go to the "Number" tab. From there, you can specify the currency symbol, decimal places, and other formatting options under the "Number" category. You can also adjust the negative number format if needed.

**Apply the Currency Format:** After customizing the currency format (if necessary), click the "OK" button in the "Format Cells" dialog to apply the formatting.

The selected cells will now be formatted as currency with the specified symbol, decimal places, and other formatting settings. Any numbers you enter into these cells will automatically be displayed in the chosen currency format.

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

To format numbers in Excel with the Percent style, follow these steps:

**Select the Cells:** First, select the cells or range of cells that you want to format as percentages.

**Go to the Home Tab:** Navigate to the "Home" tab on the Excel ribbon.

**Open the Number Format Dropdown:** In the "Number" group, you'll find a dropdown box for number formats. Click on the small arrow next to it to open the format options.

**Choose Percent Format:** In the dropdown menu, you'll see various number format options. To format the selected cells as percentages, choose one of the percent options. You can select from different styles of percent formatting, which may include a percentage symbol (%) and a specified number of decimal places.

- **Percent Style (e.g., 12.34%):** This is the standard percent format with two decimal places.

- **Percent (0.0%)**: This format displays one decimal place.
- **Percent (0%)**: This format displays percentages as whole numbers with no decimal places.

**Apply the Percent Format**: After customizing the percent format (if necessary), click the "OK" button in the "Format Cells" dialog to apply the formatting.

**The selected cells will now be formatted as percentages with the specified number of decimal places and other formatting settings. Any numbers you enter into these cells will automatically be displayed as percentages according to the chosen format.**

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

To merge two or more cells in Excel, you can use the following keyboard shortcut:

**Select the Cells to Merge**: First, select the cells that you want to merge. You can click and drag to select a range of cells, or you can hold down the Shift key and use the arrow keys to select multiple cells.

**Merge Cells**: After selecting the cells, press the following keyboard shortcut:

- **Alt + H**: This shortcut opens the "Home" tab on the Excel ribbon.
- **M**: After pressing Alt + H, press the letter "M."

So, the complete keyboard shortcut to merge cells is **Alt + H, M**. After using this shortcut, the selected cells will be merged into a single cell, and the contents of the upper-left cell will be preserved, while the contents of the other cells will be removed. The merged cell will span across the selected range. You can also find the "Merge & Center" button in the "Alignment" group on the "Home" tab if you prefer to use the mouse to access this feature.

## 6. How do you use text commands in Excel?

In Excel, you can use text functions and commands to manipulate and analyze text data within cells. These functions allow you to perform tasks such as extracting specific text, combining text from multiple cells, changing text case, and more. Here's how you can use text commands in Excel:

**Inserting Text**: You can type text directly into Excel cells. Simply select the cell where you want to enter text and start typing. Press Enter when you're done.

**Concatenation**: You can combine text from multiple cells into one using the CONCATENATE function or the ampersand (&) symbol. For example, if you have text in cell A1 and text in cell B1, you can use a formula like **=A1 & B1** to combine them into a single cell.

**Text Functions**: Excel provides various text functions to manipulate text. Some common text functions include:

- **LEFT(text, num\_chars)**: Returns a specified number of characters from the beginning (left) of a text string.
- **RIGHT(text, num\_chars)**: Returns a specified number of characters from the end (right) of a text string.

- **MID(text, start\_num, num\_chars)**: Returns a specified number of characters from the middle of a text string, starting at a specified position.
- **LEN(text)**: Returns the number of characters in a text string.
- **UPPER(text)**: Converts text to uppercase.
- **LOWER(text)**: Converts text to lowercase.
- **PROPER(text)**: Capitalizes the first letter of each word in a text string.
- **TRIM(text)**: Removes extra spaces from a text string.

To use these functions, enter the function name followed by the text you want to manipulate within parentheses. For example, **=UPPER(A1)** will convert the text in cell A1 to uppercase.

**Text to Columns**: You can split text into multiple columns using the "Text to Columns" feature. This is useful when you have data separated by delimiters (e.g., commas, spaces) and you want to split it into separate columns. To access this feature, select the cell or range of cells, go to the "Data" tab, and click "Text to Columns."

**Find and Replace**: You can use the "Find" and "Replace" features to search for specific text within your worksheet and replace it with other text. This can be helpful for mass text changes.

**These are just a few examples of how you can use text commands and functions in Excel to work with text data effectively.** Excel offers a wide range of text functions to suit various text manipulations needs, so you can choose the one that best fits your requirements.