

Advance Excel Assignment 5

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

Ans: There are 5 types of conditions are available in conditional formatting on Excel.

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

Ans: To insert a border via the Format Cells dialog, this is what we need to do:

- A. Select one or more cells to which we'd like to add borders.**
- B. Open the Format Cells dialog box by doing one of the following:**
 - Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.
 - Right click the selected cells and choose Format Cells (from the context menu).
 - Press CTRL+1 shortcut.
- C. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.**
- D. When done, click Ok.**

3. How to Format Numbers as Currency in Excel?

Ans: Steps to format numbers as currency in excel are:

- 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 either Currency or Accounting.

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

Ans: The steps to format numbers in Excel with the Percent style are as follows:

- 1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.**
- 2. In the Format Cells dialog box, in the Category list, click Percentage.**
- 3. In the Decimal places box, enter the number of decimal places that we want to display. For example, if we want to see 10% instead of 10.00%, enter 0 in the Decimal places box.**

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

Ans: The shortcut to merge two or more cells in excel is ALT H+M+M.

6. How do you use text commands in Excel?

Ans: To use text commands in Excel, select the column, or range where we'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.