

## **Advance Excel Assignment 5**

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

**ANS:** There are 5 types of conditional formatting visualizations available:  
Background Color Shading (of cells) Foreground Color Shading (of fonts)  
Data bars.

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

**ANS:**

- Select one or more cells to which you'd like to add borders.
- Open the Format Cells dialog box by doing one of the following: ...
- In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...
- When done, click OK.

**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. Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

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

**ANS:** The **TEXT** function lets you change the way a number appears by applying formatting to it with **format codes**. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols

- **Note:** The TEXT function will convert numbers to text, which may make it difficult to reference in later calculations. It's best to keep your original value in one cell, then use the TEXT function in another cell. Then, if you need to build other formulas, always reference the original value and not the TEXT function result