

Advance Excel Assignment 5

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

In **Conditional Formatting** in Excel, there are **several types of conditions** you can apply, but the most common ones are:

1. **Highlight Cell Rules** – This allows you to format cells based on their value, such as:
 - Greater Than
 - Less Than
 - Equal To
 - Between
 - Text that Contains
 - A Date Occurring
 - Duplicate Values
2. **Top/Bottom Rules** – Used to format cells that are in the top or bottom range, such as:
 - Top 10 Items
 - Bottom 10 Items
 - Top 10%
 - Bottom 10%
3. **Data Bars** – Adds colored bars inside cells to visually represent the values.
4. **Color Scales** – Applies color gradients based on cell values (for example, green for high values, red for low).
5. **Icon Sets** – Adds icons like arrows or traffic lights based on the cell's value.

Each type lets you set different conditions to change how data is displayed, based on specific rules.

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

To insert a border using the **Format Cells dialog**:

1. Select the cell or range of cells where you want to add the border.
 2. Right-click and choose **Format Cells** from the context menu.
 3. In the Format Cells window, go to the **Border** tab.
 4. You'll see options for adding borders to the top, bottom, left, right, and diagonals of the selected cells.
 5. Select the line style and color you want, then click the buttons for the border positions (e.g., outline, inside).
 6. Click **OK** to apply the border.
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3. How to Format Numbers as Currency in Excel?

To format numbers as **Currency** in Excel:

1. Select the cells you want to format.
2. Right-click and choose **Format Cells**, or press **Ctrl + 1** to open the Format Cells dialog.
3. In the Format Cells dialog, go to the **Number** tab.

4. Choose **Currency** from the list.
5. Select the number of decimal places, and choose the currency symbol (e.g., \$, €, etc.).
6. Click **OK** to apply the currency format.

Alternatively, you can use the **Currency** button in the **Home** tab under the **Number** group for a quick format.

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

To format numbers as **Percent** in Excel:

1. Select the cells you want to format.
2. On the **Home** tab, in the **Number** group, click the **Percent Style (%)** button.
 - This will multiply the numbers by 100 and add the percent symbol (%) automatically.
3. To adjust the number of decimal places, click the **Increase Decimal** or **Decrease Decimal** button in the same **Number** group.

Alternatively, you can right-click and choose **Format Cells > Number tab > Percentage** and set the number of decimal places.

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

To quickly **merge cells** in Excel:

1. Select the cells you want to merge.
2. Press **Alt + H + M + M** (this is a shortcut for **Merge & Center**).
 - This will merge the selected cells and center the content.

Alternatively, after selecting the cells, you can use the **Merge & Center** button on the **Home** tab.

6. How do you use text commands in Excel?

You can use several **text functions** (commands) in Excel to manipulate text data. Here are a few common ones:

1. **CONCATENATE** (or **CONCAT**) – Joins two or more strings of text.
 - Syntax: =CONCATENATE (A1, " ", B1) or =CONCAT (A1, " ", B1)
2. **TEXT** – Formats a number as text according to a specified format.
 - Syntax: =TEXT (A1, "mm/dd/yyyy") (to format a date).
3. **LEFT** – Extracts the left part of a string.
 - Syntax: =LEFT (A1, 3) (returns the first 3 characters of text in A1).
4. **RIGHT** – Extracts the right part of a string.
 - Syntax: =RIGHT (A1, 4) (returns the last 4 characters of text in A1).
5. **MID** – Extracts a part of a string from the middle.
 - Syntax: =MID (A1, 2, 3) (returns 3 characters starting from the second character).
6. **LEN** – Returns the length of a string.
 - Syntax: =LEN (A1) (returns the number of characters in the text in A1).

7. **UPPER** – Converts text to uppercase.
 - Syntax: =UPPER (A1) .
8. **LOWER** – Converts text to lowercase.
 - Syntax: =LOWER (A1) .
9. **TRIM** – Removes extra spaces from text.
 - Syntax: =TRIM (A1) .

These text functions can be combined in formulas to manipulate and clean up your data in Excel.