

Advance Excel Assignment 5

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

There are several types of conditions available in conditional formatting in Excel, including:

- **Cell Value:** We can apply conditional formatting based on the value of a cell, such as highlighting all cells greater than a certain value or containing specific text.
- **Formula:** We can use a formula to apply conditional formatting based on more complex conditions, such as formatting cells that meet a specific criteria or that contain a certain combination of values.
- **Top/Bottom Rules:** We can use conditional formatting to highlight the top or bottom values in a range of cells, such as the top 10 sales figures or the bottom 5 scores.
- **Data Bars:** We can apply a gradient fill to cells based on their values, creating a bar chart within the cells.
- **Color Scales:** We can apply a color scale to cells based on their values, creating a gradient effect across the range of cells.
- **Icon Sets:** We can apply a set of icons to cells based on their values, such as arrows indicating whether values are increasing or decreasing.
- **Highlight Cells Rules:** We can highlight cells based on specific conditions, such as cells that contain errors or cells that are within a certain date range.

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

We can insert borders in Excel using the "Format Cells" dialog box with the following steps:

- Select the cells or range of cells that you want to apply borders to.
- Right-click on the selection and select "Format Cells" from the context menu, or go to the "Home" tab in the ribbon, click on the "Format" button, and select "Format Cells" from the dropdown menu.
- In the "Format Cells" dialog box, go to the "Border" tab.
- Choose the border style you want to apply, such as a solid line, a dashed line, or a double line.
- Choose the border color from the "Color" dropdown list, or select "Automatic" to use the default color.
- Choose the border placement for each side of the cell, such as "Outside", "Inside", or "All Borders". You can select multiple sides by holding down the "Ctrl" key while clicking on the desired sides.
- Preview your border by checking the "Preview" box.
- Click "OK" to apply the border to the selected cells.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, follow these steps:

- Select the cell or range of cells that you want to format as currency.

- Go to the "Home" tab in the ribbon.
- In the "Number" group, click on the dropdown menu for "Number Format" and select "Currency" from the list.
- A dialog box will appear, where you can choose the currency symbol you want to use, as well as the number of decimal places you want to display.
- Click "OK" to apply the currency formatting to the selected cells.

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

To format numbers as percentages in Excel using the Percent Style, follow these steps:

- Select the cell or range of cells that you want to format as percentages.
- Go to the "Home" tab in the ribbon.
- In the "Number" group, click on the dropdown menu for "Number Format" and select "Percent" from the list.
- The Percent Style will automatically multiply the selected numbers by 100 and display them as percentages. For example, a value of 0.25 will be displayed as 25%.
- If you want to customize the number of decimal places displayed, click on the "Increase Decimal" or "Decrease Decimal" buttons in the "Number" group.

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

The keyboard shortcut to merge two or more cells in Excel is as follows:

- Select the cells that you want to merge.
- Press and hold the "Alt" key on your keyboard.
- While holding the "Alt" key, press "H" to bring up the "Home" tab in the ribbon.
- Release the "Alt" key and then press "M" to select the "Merge & Center" option.

6. How do you use text commands in Excel?

In Excel, we can use various text commands to manipulate and analyze text data. Here are some of the most commonly used text commands in Excel:

- LEFT: This command extracts a specified number of characters from the left side of a cell. The syntax is: =LEFT(text, num_chars)
- RIGHT: This command extracts a specified number of characters from the right side of a cell. The syntax is: =RIGHT(text, num_chars)
- MID: This command extracts a specified number of characters from the middle of a cell. The syntax is: =MID(text, start_num, num_chars)
- CONCATENATE: This command joins two or more text strings into one cell. The syntax is: =CONCATENATE(text1, [text2], [text3], ...)
- TRIM: This command removes extra spaces from text data. The syntax is: =TRIM(text)
- UPPER/LOWER/PROPER: These commands change the case of text data to uppercase, lowercase, or proper case (first letter of each word capitalized). The syntax is: =UPPER(text), =LOWER(text), =PROPER(text)

- **SUBSTITUTE:** This command replaces a specific text string with another text string in a cell. The syntax is: `=SUBSTITUTE(text, old_text, new_text, [instance_num])`