**Advance Excel Assignment 5**

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

There are six main types of conditions available in conditional formatting in Excel:

* Highlight Cells Rules
* Top/Bottom Rules
* Data Bars
* Colour Scales
* Icon Sets
* New Rules

Each type provides different formatting options to apply based on specific conditions to enhance the visual representation of data.

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

To insert a border in Excel using the Format Cells dialog, follow these steps:

* Select the cells or range where you want to insert the border.
* Right-click on the selected cells and choose "Format Cells" from the context menu, or press "Ctrl + 1" on your keyboard to open the Format Cells dialog.
* In the Format Cells dialog, go to the "Border" tab.
* Choose the desired border style, colour, and line thickness from the options provided.
* Select the borders you want to apply (e.g., top, bottom, left, right).
* Click "OK" to apply the border to the selected cells.

This will insert the specified border around the selected cells, providing visual separation and enhancing the presentation of your data in Excel.

1. **How to Format Numbers as Currency in Excel?**

To format numbers as currency in Excel:

* Select the cells containing the numbers you want to format.
* Go to the "Home" tab on the Excel ribbon.
* In the "Number" group, click the drop-down arrow next to the Number Format box.
* From the list of format categories, choose "Currency."
* Select the desired currency symbol and decimal places from the options.
* Click "OK."

The numbers in the selected cells will now be formatted as currency with the specified currency symbol and decimal places.

1. **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 containing the numbers you want to format.
* Go to the "Home" tab on the Excel ribbon.
* In the "Number" group, click the drop-down arrow next to the Number Format box.
* From the list of format categories, choose "Percentage."
* You can choose the number of decimal places you want to display (e.g., 0.00% for two decimal places).
* Click "OK."

The numbers in the selected cells will now be formatted as percentages, displaying the values multiplied by 100 with the specified number of decimal places and a percentage symbol (%).

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

The shortcut to merge two or more cells in Excel is "Alt + H + M + M" (press and release the "Alt" key, then press "H," followed by "M" twice in quick succession). This shortcut quickly merges the selected cells into one cell, combining their contents into a single cell while centring the text.

1. **How do you use text commands in Excel?**

In Excel, you can use various text commands to manipulate and format text in cells. Here's how to use text commands in Excel:

* **CONCATENATE**: Combines text from multiple cells into one cell. Syntax: =CONCATENATE(text1, text2, ...)
* **LEFT**: Extracts a specified number of characters from the beginning of a text string. Syntax: =LEFT(text, num\_chars)
* **RIGHT**: Extracts a specified number of characters from the end of a text string. Syntax: =RIGHT(text, num\_chars)
* **MID**: Extracts a specific number of characters from the middle of a text string. Syntax: =MID(text, start\_num, num\_chars)
* **LEN**: Returns the length (number of characters) of a text string. Syntax: =LEN(text)
* **UPPER**: Converts text to uppercase. Syntax: =UPPER(text)
* **LOWER**: Converts text to lowercase. Syntax: =LOWER(text)
* **PROPER**: Capitalizes the first letter of each word in a text string. Syntax: =PROPER(text)

These text commands can be used directly in Excel formulas or combined with other functions to manipulate and format text in cells for data cleaning, analysis, and reporting purposes.