

Advance Excel Assignment 5

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

Ans)

- 1. Cell Value:** Allows you to format cells based on their numeric or text values. For example, you can highlight cells greater than a certain value or cells containing specific text.
- 2. Specific Text:** Formats cells that contain or do not contain specific text or a specific substring.
- 3. Dates:** Formats cells based on date-related conditions. You can highlight cells that are today, in the past, or in the future, or apply custom date-based formatting rules.
- 4. Duplicates:** Highlights duplicate values in a range of cells.
- 5. Unique Values:** Formats unique or distinct values in a range of cells.
- 6. Top/Bottom Rules:** Applies formatting to the top or bottom values in a range. For example, you can highlight the top 10 values or the bottom 5 values.
- 7. Blanks:** Formats cells that are empty or contain no value.
- 8. Formulas:** Allows you to create custom formatting rules using Excel formulas. You can use formulas to define complex conditions based on cell values, ranges, or other factors.

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

Ans)

- 1.**The Format Cells dialog box opens, select the Border tab.
- 2.**Select a line style. Click the Color list and then click a color for the border.
- 3.**To set a custom border, click a Border button or click the Preview Border box.

3. How to Format Numbers as Currency in Excel?

Ans)select the cell or range of cells that you want to format, and then press **Ctrl+Shift+\$**

OR

select the cell or range of cells that you want to format and go to **Home tab>Number>select currency format from dropdown**

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.

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

Ans) ALT H+M+M

6. How do you use text commands in Excel?

Ans) Select the column or range .Then press CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.

Now Excel will keep the leading 0's. If we've already entered data and Excel has removed the leading 0's, we can use the TEXT function to add them back.