

Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available:

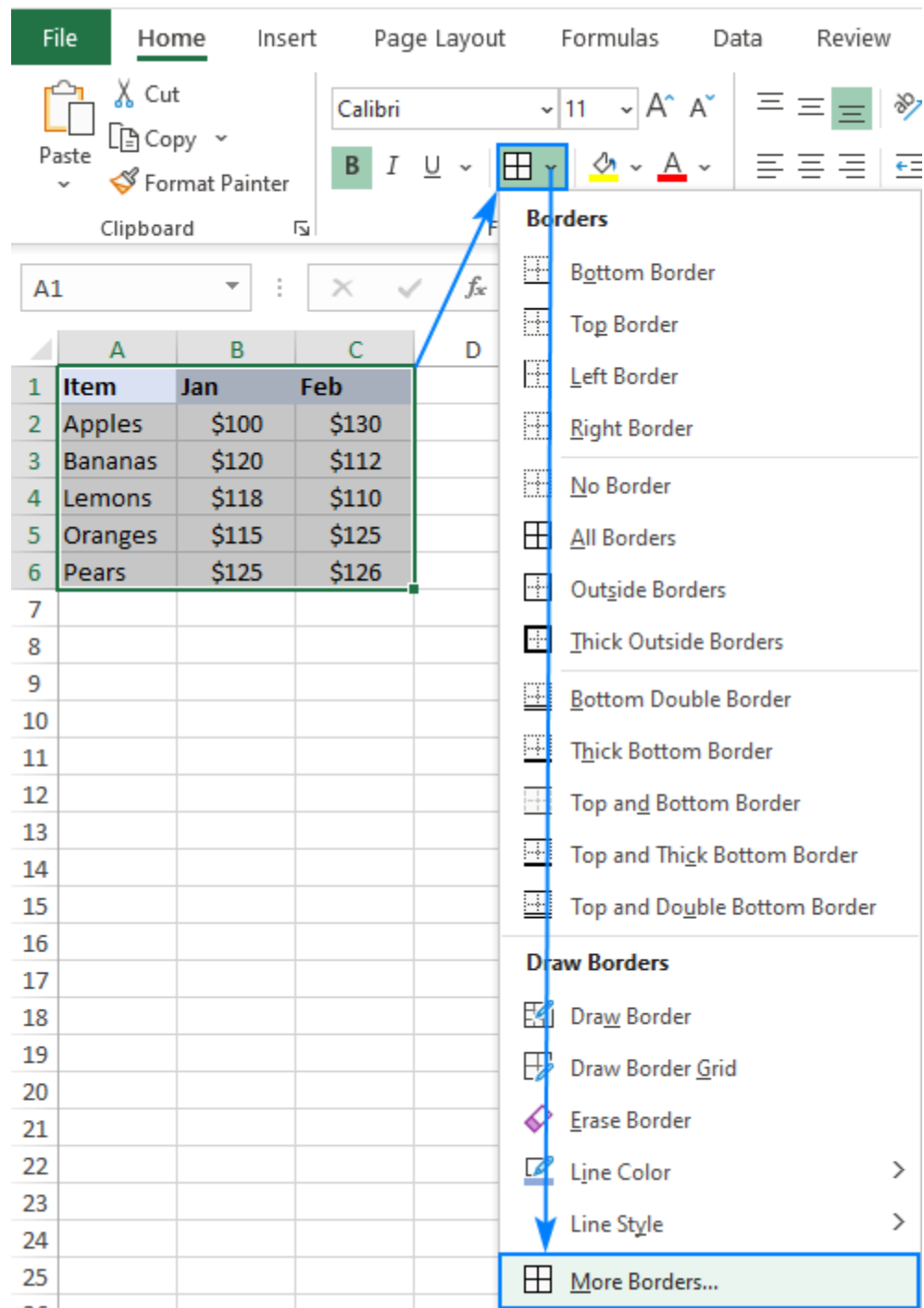
- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Data Bars
- Icons (which have 4 different image types)
- Values

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

The *Format Cells* dialog is the most effective method of adding borders in Excel. It gives you easy access to all the settings including the line color and thickness as well as a nice diagram preview.

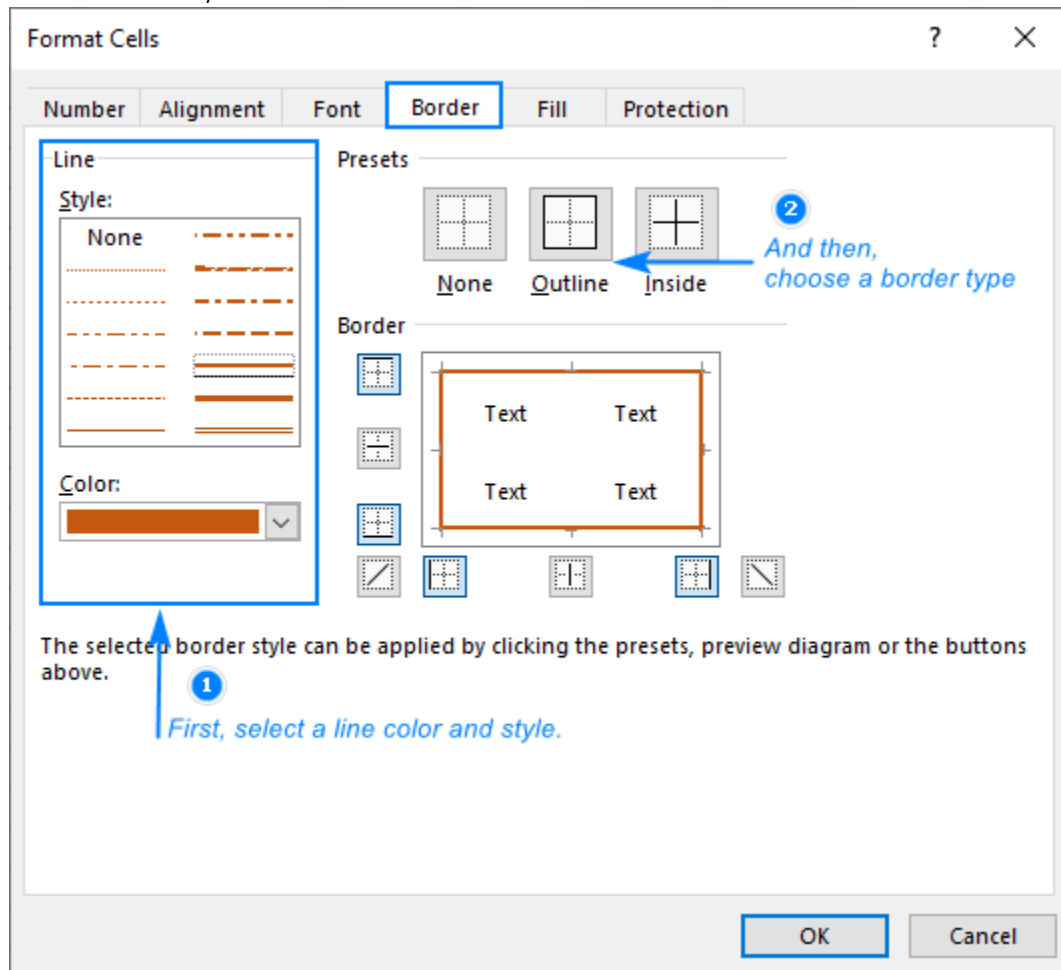
To insert a border via the *Format Cells* dialog, this is what you need to do:

1. Select one or more cells to which you'd like to add borders.
2. Open the *Format Cells* dialog box by doing one of the following:
 - Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
 - Right click the selected cells and choose *Format Cells...* from the context menu.
 - Press **Ctrl+1** shortcut.



3. In the *Format Cells* dialog box, switch to the **Border** tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

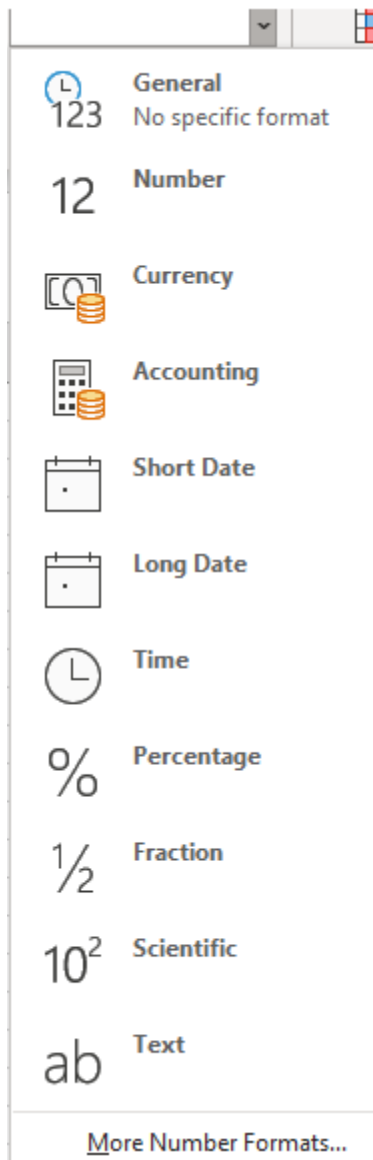
4. When done, click OK.



3. How to Format Numbers as Currency in Excel?

To show numbers as currency, you can apply either the Currency format or the Accounting format.

1. 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.
2. Choose either **Currency** or **Accounting**.



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

To apply percentage format to a cell (or a range of cells): Select the cell (or the range of cells). **Go to Home -> Number -> Percent Style.**

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?

ALT + H + M + M is the shortcut key to merge cells in excel

6.How do you use text commands in Excel?

The Excel TEXT function returns a number in a given number format, as text. You can use the TEXT function to embed formatted numbers inside text.

=TEXT (value, format_text)

- value - The number to convert.
- format_text - The number format to use.