

Advance Excel Assignment 5

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

Cell Value: This type of condition formats cells based on their numerical or text value, such as greater than, less than, equal to, or between certain values.

Formula: This type of condition formats cells based on a user-defined formula, which can include functions, operators, and cell references.

Data Bars: This type of condition formats cells with a horizontal bar that represents the value of the cell relative to the other values in the selected range.

Color Scales: This type of condition formats cells with a color gradient that represents the value of the cell relative to the other values in the selected range.

Icon Sets: This type of condition formats cells with an icon that represents the value of the cell relative to the other values in the selected range.

Top/Bottom Rules: This type of condition formats cells based on their rank relative to the other values in the selected range, such as top 10%, bottom 10%, or above average.

Text: This type of condition formats cells based on their text content, such as containing specific text, beginning or ending with certain text, or containing a date.

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

Select the cells that you want to apply borders to.

Right-click on the selection and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab on the ribbon, click on the "Format" button in the "Cells" group, and then choose "Format Cells" from the dropdown menu.

In the Format Cells dialog box, go to the "Border" tab.

Choose the type of border that you want to apply, such as a solid line or a dashed line, from the "Style" dropdown menu.

Choose the color of the border by clicking on the color swatch next to the "Color" dropdown menu and selecting a color from the color palette.

Advance Excel Assignment 5

Choose the location of the border by clicking on the buttons in the "Border" section of the dialog box. For example, if you want to add a border to the outside of the selected cells, click on the "Outline" button. If you want to add a border to specific sides of the selected cells, click on the buttons for the top, bottom, left, and right sides of the cells.

Click "OK" to apply the border to the selected cells.

3. How to Format Numbers as Currency in Excel?

Select the cells that you want to format.

Go to the "Home" tab on the ribbon.

Click on the "Number Format" dropdown in the "Number" group.

Choose "Currency" from the dropdown menu. A list of available currency formats will appear.

Choose the currency format that you want to use. You can select a specific format from the list, or click on "More Number Formats" at the bottom of the list to customize the format.

If you choose to customize the format, the "Format Cells" dialog box will appear. In the "Number" tab, choose "Currency" from the "Category" list.

Choose the decimal places, symbol, and other formatting options that you want to use.

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?

Select the cells that you want to format.

Go to the "Home" tab on the ribbon.

Click on the "Number Format" dropdown in the "Number" group.

Choose "Percent" from the dropdown menu. The selected cells will now be formatted as percentages.

If you want to customize the number of decimal places, click on the "Increase Decimal" or "Decrease Decimal" buttons in the "Number" group.

Advance Excel Assignment 5

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 "Alt + H + M + M".

6. How do you use text commands in Excel?

To use text commands in Excel, you can use the following functions:

UPPER: This function converts all the letters in a text string to uppercase.

LOWER: This function converts all the letters in a text string to lowercase.

PROPER: This function capitalizes the first letter of each word in a text string.

LEFT: This function extracts a specified number of characters from the left side of a text string.

RIGHT: This function extracts a specified number of characters from the right side of a text string.

MID: This function extracts a specified number of characters from the middle of a text string, starting at a specified position.

LEN: This function returns the number of characters in a text string.

CONCATENATE or "&": These functions combine multiple text strings into a single string.