**Advance Excel Assignment 5**

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

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

* Cell Value - highlight cells based on their numeric or text value
* Specific Text - highlight cells containing specific text or a specific word
* Dates - highlight cells based on their date value, such as before or after a certain date
* Duplicate Values - highlight cells that contain duplicate values
* Top/Bottom Rules - highlight cells that fall within the top or bottom percentage or number of values
* Color Scales - highlight cells with a color gradient based on their relative value compared to other cells in the range
* Icon Sets - highlight cells with icons that indicate their value compared to other cells in the range
* Formulas - highlight cells based on the result of a formula or logical expression
* These are just a few examples of the many conditions available in conditional formatting on Excel.

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

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

1. Select the cell(s) or range of cells that you want to apply the border to.
2. Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or go to the "Home" tab in the ribbon, click on the "Format" dropdown, and select "Format Cells" at the bottom of the list.
3. In the "Format Cells" dialog box, select the "Border" tab.
4. Choose the style, color, and thickness of the border that you want to apply to the cell(s) or range of cells.
5. To apply the border to specific sides of the cell(s), select the appropriate checkboxes under the "Presets" section or click on the border icons in the "Preview" section.
6. Once you have selected the desired border style and settings, click "OK" to apply the border to the selected cell(s).
7. The border will now be applied to the selected cell(s) or range of cells according to the settings you have chosen in the Format Cells dialog.
8. How to Format Numbers as Currency in Excel?

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

* Select the cell(s) or range of cells that you want to format as currency.
* Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or go to the "Home" tab in the ribbon, click on the "Number Format" dropdown, and select "More Number Formats" at the bottom of the list.
* In the "Format Cells" dialog box, select the "Currency" category from the list on the left.
* Choose the desired currency symbol and decimal places for your currency format. You can also choose whether to use parentheses for negative numbers or to display a negative sign.
* Click "OK" to apply the currency format to the selected cell(s).

Alternatively, you can apply the currency format using the "Number Format" dropdown in the ribbon. Simply select the cell(s) or range of cells you want to format, then click on the "Number Format" dropdown in the ribbon and choose "Currency" from the list of options.

The currency format will now be applied to the selected cell(s), and any numbers you enter or display in those cells will be formatted as currency according to your chosen settings.

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 cell(s) or range of cells that you want to format as percentages.
* Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or go to the "Home" tab in the ribbon, click on the "Number Format" dropdown, and select "More Number Formats" at the bottom of the list.
* In the "Format Cells" dialog box, select the "Percentage" category from the list on the left.
* Choose the desired number of decimal places for your percentage format. You can also choose whether to include a symbol (%).
* Click "OK" to apply the percentage format to the selected cell(s).

Alternatively, you can apply the percentage format using the "Number Format" dropdown in the ribbon. Simply select the cell(s) or range of cells you want to format, then click on the "Number Format" dropdown in the ribbon and choose "Percentage" from the list of options.

The percentage format will now be applied to the selected cell(s), and any numbers you enter or display in those cells will be formatted as percentages according to your chosen settings.

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

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

1. Select the cells that you want to merge.
2. Press and hold the "Ctrl" key on your keyboard.
3. Press the "Alt" key on your keyboard.
4. While holding down both the "Ctrl" and "Alt" keys, press the "M" key on your keyboard.
5. Release all keys.
6. In the "Merge Cells" dialog box that appears, choose how you want to merge the cells (e.g. merge the cells and center the contents, merge the cells without centering the contents, etc.).
7. Click "OK" to merge the selected cells.

Alternatively, you can also merge cells by clicking on the "Merge & Center" button in the "Alignment" group on the "Home" tab in the ribbon. This button will automatically merge the selected cells and center the contents.

1. How do you use text commands in Excel?

In Excel, text commands are used to manipulate and transform text data within cells. Here are some common text commands and how to use them:

LEFT function: This function returns a specified number of characters from the beginning of a text string.

Syntax: =LEFT(text, num\_chars)

Example: =LEFT(A1, 3) returns the first three characters from the text string in cell A1.

RIGHT function: This function returns a specified number of characters from the end of a text string.

Syntax: =RIGHT(text, num\_chars)

Example: =RIGHT(A1, 5) returns the last five characters from the text string in cell A1.

CONCATENATE function: This function combines two or more text strings into one.

Syntax: =CONCATENATE(text1, text2, ...)

Example: =CONCATENATE(A1, " ", B1) combines the text in cell A1, a space, and the text in cell B1 into one string.

SUBSTITUTE function: This function replaces all occurrences of a specified text string within another text string with a new text string.

Syntax: =SUBSTITUTE(text, old\_text, new\_text, [instance\_num])

Example: =SUBSTITUTE(A1, "apple", "orange") replaces all occurrences of "apple" in the text string in cell A1 with "orange".

To use text commands in Excel, you can enter the function or formula into a cell and specify the text string or cell references that you want to apply the function to. You can also use the "Insert Function" button on the "Formulas" tab in the ribbon to select the desired text function and enter the required arguments in the dialog box

