

Advance Excel Assignment - 5

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- Q1. How many type of conditions are available in Conditional formatting on Excel?
→ There are 5 type of conditional visualizations available : Background color shading (of cells) foreground color shading (of fonts) Data Bars.

- Q2. How to insert Border in Excel with Format cells dialog?

- ① Select the cells you want to add a border to.
- ② On the Home tab, in the Font group, click the arrow next to Borders.
- ③ Click More Borders to apply a custom or diagonal border style.
- ④ In the Format Cells dialog box, on the Border tab, under Line and Color, choose the line style and color.
- ⑤ Under Presents and Border, click one or more buttons to indicate the border placement.

You can also change the width of a cell border by selecting the cells with the border you want to change, right-clicking and selecting Format Cells. In the Border tab, choose a thicker style from the line box.

- Q3. How to Format Numbers as (Currency) in Excel?

- On the Home tab, click the Dialog Box Launcher next to Number. Tip: You can also press Ctrl + to open the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Currency or Accounting in the

Symbol box. Click the Currency Symbol that you want.

(Q4) what are the steps to format numbers in Excel with the Percent Style?

→ On the Home tab, in Number group Select the icon next to Number to display the format Cells dialog box. In the format Cells dialog box, in the Category list Select Percentage. In the Decimal Places box enter the number of decimal places that you want to display.

(Q5) what is a Shortcut to merge two more cells in excel?

→ what are shortcut used to merge cells in Excel? We can use the Shortcut keys ALT H+M+M to merge cells in Excel also merys & Center we can use the Shortcut keys ALT H+M+C to merge and align the data in the center.

(Q6) How do you use text Commands in Excel?

→ Select the column, or range where you'll be putting the values then use CTRL + Y to bring up the format Cells dialog and on the Number tab Select text Now Excel will keep your leading 0's If you've already entered data and Excel has removed your leading 0's you can use the TEXT function to add them back.