**Advance Excel Assignment 5**

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

Conditional formatting in Excel offers various types of conditions that you can use to format cells based on specific criteria. there are several types of conditions available in conditional formatting:

1. Cell Value: You can format cells based on their actual values, such as greater than, less than, equal to, or between certain values.
2. Data Bars: This allows you to add a data bar (a horizontal bar) inside the cell, where the length of the bar represents the value of the cell compared to other cells in the selected range.
3. Color Scales: Color scales apply different colors to cells based on their values, with higher values receiving one color and lower values another.
4. Icon Sets: You can use icon sets to display icons or symbols in cells based on their values. For example, you can use arrows to indicate whether values are trending up or down.
5. Formulas: This is a highly flexible option where you can define custom conditions using Excel formulas. You can format cells based on complex logical expressions.
6. Top/Bottom Rules: These rules allow you to highlight the top or bottom "n" values in a range. For example, you can highlight the top 10% of values.
7. Unique Values: You can format cells that contain unique or duplicate values in a range.
8. Text: This option enables you to format cells based on specific text values or patterns. For example, you can format cells that contain specific words or phrases.
9. Time Periods: You can use this option to format cells with date or time values based on predefined time periods, like today, yesterday, last week, etc.
10. **How to insert border in Excel with Format Cells dialog?**

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

1. Select the cell or range of cells that you want to apply borders to.
2. Right-click on the selected cell(s) and choose "Format Cells" from the context menu or go to the "Home" tab on the Excel ribbon and click on the small arrow in the "Font" group. This will open the Format Cells dialog.
3. In the Format Cells dialog, go to the "Border" tab.
4. You'll see different options for adding borders, such as "Outline," "Inside," "Diagonal," and more. Select the option that suits your formatting needs.
5. To apply a border, click on the line style and border color you prefer from the options provided. You can also choose to apply borders to different sides of the cell(s) by selecting the appropriate checkboxes in the "Border" section.
6. Once you've made your selections, click the "OK" button to apply the borders to the selected cell(s).

The borders you've selected will now be applied to the cell(s) you selected. You can use this method to format cells with different border styles and colors according to your specific requirements.

1. **How to Format Numbers as Currency in Excel?**

To format numbers as currency in Excel, you can follow these steps.

* Select the cell(s) or range of cells that you want to format as currency.
* Go to the "Home" tab on the Excel ribbon.
* In the "Number" group, you'll see a drop-down box for Number Formats. Click on it to open the number format options.
* From the drop-down, choose "Currency." This will apply the default currency format, typically with two decimal places, a currency symbol (e.g., "$" for US dollars), and comma separators for thousands.
* If you want to change the currency symbol or the number of decimal places, you can customize the format. To do this, click on "More Number Formats" at the bottom of the drop-down list.
* In the Format Cells dialog that opens, go to the "Number" tab.
* In the "Category" list on the left, select "Currency."
* You can now customize the currency format. You can change the currency symbol, the number of decimal places, and other options according to your preferences.
* After customizing the format, click "OK" to apply the changes.

Your selected cell(s) will now be formatted as currency according to your preferences.

Remember that Excel will use the currency format for numbers in the selected cell(s), and you can change it back to a different number format at any time by following a similar process.

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

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

* Select the cell(s) or range of cells that you want to format as percentages.
* Go to the "Home" tab on the Excel ribbon.
* In the "Number" group, you'll see a drop-down box for Number Formats. Click on it to open the number format options.
* From the drop-down, choose "Percentage." This will apply the default percentage format, typically with two decimal places (e.g., 12.34%).
* If you want to change the number of decimal places or other formatting options, you can customize the format. To do this, click on "More Number Formats" at the bottom of the drop-down list.
* In the Format Cells dialog that opens, go to the "Number" tab.
* In the "Category" list on the left, select "Percentage."
* You can now customize the percentage format. You can change the number of decimal places and other options according to your preferences.
* After customizing the format, click "OK" to apply the changes.

Your selected cell(s) will now be formatted as percentages according to your preferences. Excel will automatically multiply the underlying number by 100 and add a percentage symbol (%).

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

In Excel, you can merge two or more cells using the following shortcut:

* Select the cells you want to merge. Click and drag your mouse over the cells to highlight them.
* Press and hold the "Alt" key on your keyboard.
* While holding the "Alt" key, press the "H" key. This will activate the Home tab on the Excel ribbon.
* Release the "Alt" key.
* Now, press the "M" key (while still on the Home tab). This will select the "Merge & Center" option from the toolbar.
* You'll see a drop-down menu. You can choose from different merge options, such as "Merge & Center," "Merge Across," or "Merge Cells." Click on your desired merge option to merge the selected cells.

1. **How do you use text commands in Excel?**

Text commands in Excel are typically used with text functions and formulas to manipulate and analyse text within cells. These commands are useful for tasks like extracting specific information from text, converting text to different formats, and more. Here's a basic guide on how to use text commands in Excel:

1. Select the Cell or Range: Start by selecting the cell where you want to apply the text command or select a range of cells if you plan to apply the command to multiple cells.

2. Enter a Text Function: In the selected cell or in the formula bar, enter a text function. Text functions in Excel typically start with an equal sign (=) and are followed by the function name, arguments, and parentheses.

For example, to use the CONCATENATE function (which combines multiple text strings), you could type:

=CONCATENATE(A1, " ", B1)

This function would combine the text in cells A1 and B1 with a space in between.

3. Provide the Required Arguments: Depending on the specific text function, you may need to provide one or more arguments. Arguments are the pieces of information that the function requires to perform its task. The arguments are typically enclosed in parentheses and separated by commas.

4. Press Enter: After entering the text command and its arguments, press the "Enter" key. Excel will calculate the result and display it in the selected cell.

5. Review and Modify: You can review the result and make any necessary modifications to the function or its arguments if the output is not as expected. Simply edit the cell content or formula as needed.

Some commonly used text functions in Excel include:

- `CONCATENATE`: Combines multiple text strings into one.

- `LEFT` and `RIGHT`: Extracts a specified number of characters from the left or right side of a text string.

- `MID`: Extracts a specified number of characters from a text string, starting at a specified position.

- `LEN`: Returns the length (number of characters) in a text string.

- `UPPER` and `LOWER`: Converts text to all uppercase or all lowercase.

- `TRIM`: Removes extra spaces from a text string.

You can explore and use these functions to manipulate and analyse text data in your Excel spreadsheets. The specific function you choose will depend on the task you want to accomplish with the text data.