

### Advance Excel Assignment 5

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

**Answer-**

- 1 • To apply the "Equal to" Conditional Formatting Rule for single numeric cell.
- 2 • To apply the "Greater Than" Conditional Formatting Rule for a Numeric Range
- 3 • To apply the "Duplicate Values" Conditional Formatting Rule for Numeric Range
- 4 • To apply "A Date Occurring" Conditional Formatting Rule for Date Range.
- 5 • To apply Multiple Conditional Formatting Rules for Single Numeric Range
- 6 • To apply "Data Bars," "Color Scales," and "Icon Sets" Formatting Methods to Multiple Numeric Ranges.

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

### **Answer-**

- 1
  - We'll Select one or more cells to which wherein we want to add borders.
- 2
  - In the Home Font section, click the down arrow of Borders button, Wherein we will get drop-down list then we can select from there.
- 3
  - Or we can press Ctrl + 1 (Format Cells dialog box)
- 4
  - Choose the line style and color first. then, either we use presets to add the outside or inside borders or we can use desired border by selecting individual elements like border top, bottom, right or left. then we can create.

## **3. How to Format Numbers as Currency in Excel?**

### **Answer-**

- 1
  - We'll Select the cells that we want to format in currency and then, in the Number group on the Home tab, click the down arrow then select.
- 2
  - Either we can choose currency or Accounting OR Short Cut (Alt + H + N + C)

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

##### Answer-

- 1 • We'll Select the cells that we want to format in percentage and then, in the Number group on the Home tab, click the down arrow then select.
- 2 • Short Cut (Alt + H + N + P) OR Ctrl + Shift + %

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

##### Answer –

To merge two or more cells, highlight them which we want to merge and then press the short cut keys at the same time: Alt + H + M + M for Merge

#### 6. How do you use text commands in Excel?

##### Answer –

- 1 • When we want to get any date format according to requirements.
- 2 • When we want percentage relationship with varies like 4% - 5%.
- 3 • When we combine numbers with text or characters in one cell.