Assignment – 5

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

Conditional Formatting is the automatic formatting of cells based on the values that the cells contain. You can define conditions which when true will mean formatting is applied to the cells. If the condition is False, then no formatting is applied. This is very useful for quickly identifying cells that meet certain criteria.

You can include up to three different conditions on any cell or range of cells. For example your three conditions might be:
1) If the number < 0 then shade the cell red.
2) If the number = 0 then shade the cell orange.
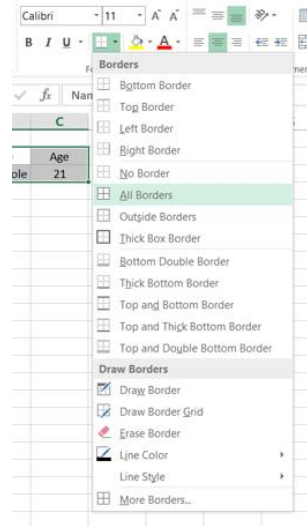3) If the number > 0 then shade the cell green.

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

To do this we should follow following step
1) Select the cell range of cells to which we want to add borders.

2) On the Home tab, in the Font group, click arrow next to Borders button, and you will the border types.

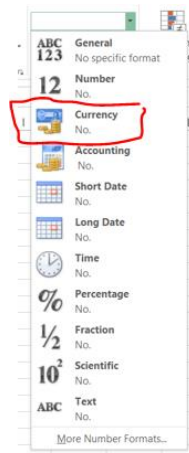3) Click on the border you want to apply, and border will be added to the cells.

Q.3) How to Format Numbers as Currency in Excel?
We can follow steps for this –
1) Select the cells that you want to format.

2) In the Number group on the Home tab, click the down arrow in the Number Format box.

3) Choose either currency or Accounting and you will find the price which is changed to currency.

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

To do this we can use following steps:

1) Select the cells containing the numbers you want to format.

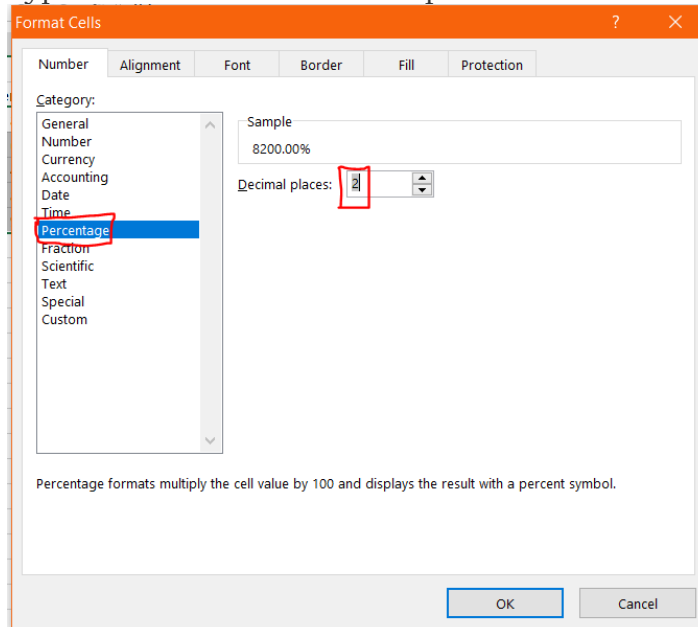2) On the Home Tab, click on the Number dialog box in the Number group.
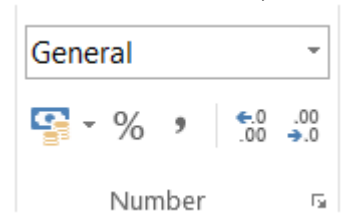
3) The format cells dialog box will appear with Number tab on top.
4) In the category list, select Percentage.
5) Specify the number of decimal places.
6) Type the number in Decimal places and click OK.

Q.5) What is a shortcut to merge two or more cells in excel?
The shortcut to merge two or more cells in excel is ALT H + M + M.
If we want to merge cells to center we can use the shortcut Alt H + M + C.
If we want to merge across we can use the short ALT H + M + A.
If we want to unmerge the cells we can use the shortcut ALT H + M + U.

Q.6) How do you use text commands in Excel?
 There are many text commands some of them are as follows:-
Find: The FIND function is used in Excel to locate the position of the required text string within the another available text string.
Syntax: FIND(find_text, within_text, [start_num])

LEFT: LEFT function in Excel returns the left hand side characters from a text string based on the number of characters specified by the user.
Syntax: LEFT(text, [num_chars])

RIGHT: RIGHT function in excel returns the right hand side characters from a text string based on the number of characters specified by the user.
Syntax: RIGHT(text, [num_chars])

MID: MID function in Excel returns the number of characters from a text string based on the starting position and number of characters specified by the user.
Syntax: MID(text, start_num, num_chars)

TRIM: TRIM function in Excel remove all the extra spaces from the text except for the single spaces between the words. It is used when the text has irregular spacing between words.
Syntax: TRIM(text)

PROPER: PROPER function in Excel capitalizes the first letter of each of the words in the string and converts all the other letters of the words to lower case.
Syntax: PROPER(text)

SUBSTITUTE: SUBSTITUTE function in Excel is used to replace the any part of the old text string with the new text string.
Syntax: SUBSTITUTE (text,old_text,new_text,[instance_num])

UPPER: UPPER function in excel capitalizes all the letter of each of the words in the string
Syntax: UPPER(text)

LOWER: LOWER function in Excel converts all the letter of each of the words in the string in small letters
Syntax: LOWER(text)

REPT: REPT function in Excel repeats the mentioned text by given number of times. REPT function can be used to fill a cell with a number of instances of a text string
Syntax: REPT(text, number_times)