Advance Excel Assignment 5

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

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

3. How to Format Numbers as Currency in Excel?

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

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

6. How do you use text commands in Excel?

1. In Excel, conditional formatting offers four types of icon sets, i.e., directional, shapes, indicators, and ratings. You can use these sets of icons on numeric data in a column to represent the cell values in a column or range of cells.

2. Draw cell borders

* Click Home > the Borders arrow .
* Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
* Click the Borders arrow > Line Color arrow, and then pick a color.
* Click the Borders arrow > Line Style arrow, and then pick a line style.
* Select cells you want to draw borders around.

3. Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

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

5. Various types of Merge options with Shortcut keys to merge cells in excel are as follows:

* Merge Cells (Excel Shortcut key. read more – ALT H+M+M)
* Merge & Center (Excel Shortcut key – ALT H+M+C)
* Merge Across (Excel Shortcut key – ALT H+M+A)
* Unmerge Cells (Excel Shortcut key – ALT H+M+U)

6. In its simplest form, the TEXT function says: =TEXT(Value you want to format, "Format code you want to apply")