

ADVANCE EXCEL

ASSIGNMENT-5

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

ANS:- Different types of conditional formatting in ExcelConditional formatting presetsData Bars are horizontal bars added to each cell, much like a bar graph.Color Scales change the color

of each cell based on its value. Each color scale uses a two- or three-color gradient. ...Icon Sets add a specific icon to each cell based on its value.

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

ANS:-Select one or more cells to which you'd like to add borders.Open the Format Cells dialog box

by doing one of the following: ...In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...When done, click OK.

3.) How to Format Numbers as Currency in Excel?

ANS:- Format numbers as currency in Excel for the webSelect 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.) What are the steps to format numbers in Excel with the Percent style?

ANS:- 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.) What is a shortcut to merge two or more cells in excel?

ANS:-Excel Shortcuts for Windows Merge Cells:

ALT H+M+M. Merge &
Center: ALT H+M+C.
Merge Across: ALT
H+M+A. Unmerge Cells:
ALT H+M+U.

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

ANS:-Select the column,
or range where you'll be
putting the values, then
use CTRL+1 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.