Advance Excel Assignment 5

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

Answer: There are 5 types of conditional formatting visualizations available

* Background Colour Shading (of cells)
* Foreground Colour Shading (of fonts)
* Data Bars
* Icons (which have 4 different image types)
* Values

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

Answer: Select the cell or range of cells that you want to add a border around, change the border style on, or remove a border from.

Click Home > the Borders arrow, and then pick the border option you want. Add a border colour - Click the Borders arrow > Border Colour, and then pick a colour. Add a border line style - Click the Borders arrow > Border Style, and then pick a line style option.

1. How to Format Numbers as Currency in Excel?

Answer: 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.

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

Answer: 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.

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

Answer: We can merge cells through “Controls” in the “Alignment” tab dialog box under the “Home” tab toolbar. We can also merge through the “Alignment” section in “Format Cells.” Finally, in the “Text control” option, you must click or select merge cells in excel.

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

* Merge Cells (Excel Shortcut key – ALT H+M+M)
* Merge & Centre (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)

1. How do you use text commands in Excel?

Answer: The TEXT function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

In its simplest form, the TEXT function says:

=TEXT (Value you want to format, "Format code you want to apply")