Excel Assignment #5

Ans.1 – Conditional formatting is an especial feature (formatting feature) of Excel used to find unique and duplicates values by formatting the cells. This feature is available in various spreadsheet applications, and Excel is one of them.

As the name implies, conditional formatting allows the users to format the cells and their data based on some conditions specified by the user. Using conditional formatting, you can highlight a cell with a certain color and its content with different font.

Conditional formatting enables various features to the users to make the data more informatic and readable. It also allows you to format the cells and their data, which meet the specified criteria.It also makes it easy to highlight certain values or make particular cells easy to identify. This changes the appearance of a cell range based on a condition (or criteria). You can use conditional formatting to **highlight cells that contain values which meet a certain condition**.

There are **5** types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.

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

Ans.2 – The Format Cells dialog allows end-users to format data in a worksheet (specify cell background, font color and style, change content alignment, apply cell borders, etc.). The dialog box includes six tabs: Number, Alignment ,Font, Border, Fill and Protection.

Ans.3 – To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press ***Ctrl +Shift +$.*** Like the Currency format, the accounting format is used for monetary values. But , this format aligns the currency symbols and decimal points of numbers in a column.

Ans.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.

Ans.5 – To merge two or more cells, highlight them and then press the following keys at the same time: ***ALT H+M+M***. Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ***ALT H+M+C.***

Ans.6 – 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.

The TEXT function will convert numbers to text, which may make it difficult to reference in later calculations. It’s best to keep your original value in one cell, then use the TEXT function in another cell. Then, if you need to build other formulas, always reference the original value and not the TEXT function result.

In its simplest form, the TEXT function says:

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