

Excel Assignment 5

Advanced Excel Assignment 5

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

⇒ There are 5 types of conditions in excel conditional formatting.

These are

1. Highlight Cells Rules
2. Top / Bottom Rules
3. Data Bars
4. Color Scales
5. Icon Sets.

Apart from these, you can also set 'new rules'.

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

=)

Inserting border using Format Cells dialog →

1. Select the cells where you want to add the border.

2. Then go to

Home → Font → Click the Font dialog box launcher

(shortcut:- Ctrl + Shift + F → open the 'Format cells' dialog)

3. In the Format Cell dialog box, go to Border tab.

4. Select the line style and color you want.

(Select a preset option / apply borders individually)

5. Click OK

Hence the border is applied to the cells.

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

Formatting Numbers as Currency in EXCEL →

1. select the range of cells that you want to format

2. Go to Home → Number → click on the down arrow in the Number Format Box

3. Choose either Currency or, Accounting

(Shortcut :- Ctrl + Shift + 4)

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

Formatting numbers with Percentage →

Select the cells containing numbers

↓
Go to Home tab



Number (Group)



click '%' there.

If you further want to control more over the format then go to

Home → Number (Group) → Click the icon next to Number to display the Format Cells



In the Format Cell dialog box, go to Category list



Click Percentage

Then in the Decimal places box, choose the number of decimal places you want to display.

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

Shortcut key to Merge cells in Excel

Merge cells → Alt + H + M + M

Merge & centre → Alt + H + M + C

Merge Across → Alt + H + M + A

(Holding
Alt key
press H, M,
M respectively)

6. How do you use text commands in Excel?

⇒ 

I will use TEXT function.

This will convert a number to text in a number format.

Syntax → =TEXT(value, format-text)

↑

The number
you want
to convert

↑

The number format
you want to display

Example → ① =TEXT(NOW(), "H:MM AM/PM")

Result: 6:30 PM

② =TEXT(0.985, "0.0%")

Result: 98.5 %

③ =TEXT(22411246, "+91 #####")

Result: +91 22411246