

Advance Excel Assignment 5 iNeuron

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

Ans:

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

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

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

3. How to Format Numbers as Currency in Excel?

Ans:

Step 1) Select the range of cells that you want to format.

Step 2) After you select the required data, Go too Home tab >> Number group >> Cluck oon the down arrow in the Number format box.

Step 3) Now, Click on the Currency option from the given list.

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.

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

Ans: ALT H+M+M

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.