Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available:

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

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

To insert a border via the *Format Cells* dialog:

1. Select one or more cells to which you'd like to add borders.

2. Open the *Format Cells* dialog box by doing one of the following:

   - Click the down arrow next to the *Borders* button, and then click More Borders at the bottom of the drop-down list.
   - Right click the selected cells and choose *Format Cells…* from the context menu.
   - Press Ctrl+1 shortcut.

3. In the *Format Cells* dialog box, switch to the Border tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

4. When done, click OK.

3. How to Format Numbers as Currency in Excel?

1. 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.
2. Choose either Currency or Accounting.

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

1. Select a cell or a cell range.
2. On the Home tab, select Number from the drop-down. Or, you can choose one of these options: Press CTRL + 1 and select Number. Right-click the cell or cell range, select Format Cells… , and select Number. ...
3. Select the format you want.

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

Ans : Merge Cells: ALT H+M+M

6. How do you use text commands in Excel?

Formula

   =Text(Value, format_text)

Where:

Value is the numerical value that we need to convert to text

Format_text is the format we want to apply

Examples

1. Basic example – Excel Text Function

With the following data, I need to convert the data to "d mmmm, yyyy" format. When we insert the text function, the result would look as follows: