Advance Excel Assignment 5

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

Ans. Conditional formatting in Excel allows users to apply formats to cells or ranges of cells, with the formatting changing based on the cell's value or a formula. Conditions are rules based on specific text or numerical values.

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

Ans.

* Select a cell or a range of cells to which you want to add borders.
* On the Home tab, in the Font group, click the down arrow next to the Borders button, and you will see a list of the most popular border types.
* Click the border you want to apply, and it will be immediately added to the selected cells.

1. How to Format Numbers as Currency in Excel?

Ans. 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. Choose either Currency or Accounting.

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

Ans. On the Home tab, in the Number group, select the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box, in the Category list, select 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?

Ans. The keyboard shortcut to merge two or more cells in Excel is Alt + H + M + M. To merge and center cells, the shortcut is Alt + H + M + C.

1. 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.