Advance Excel Assignment 5

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

ANS: There are 5 types of conditional formatting visualizations available:
1) Background Color Shading (of cells)
2) Foreground Color Shading (of fonts)
3) Data Bars
4) Icons (which have 4 different image types)
5) values

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

ANS: We can open Format Cells dialog by selecting the 'More Borders' option from the border button's dropdown menu. OR We can access it by right-clicking on any selected cell and clicking on 'Format Cells' from the popup menu that appears.

- Select the Border tab.
- Select option for borders based on the requirements.
- Once done putting all your border settings, click OK to close the dialog box. All borders will now get applied to the selections.

3. How to Format Numbers as Currency in Excel?

ANS : To show numbers as currency, we can apply either the Currency format or the Accounting format.

- 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.
  OR
- On the Home tab, click the Dialog Box Launcher next to Number.
- In the Format Cells dialog box, in the Category list, click Currency or Accounting.
- In the Symbol box, click the currency symbol that you want.
- In the Decimal places box, enter the number of decimal places that you want for the number.
- To close the Format Cells dialog box, click OK.

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

ANS: To quickly apply percentage formatting to selected cells, click Percent Style Button image in the Number group on the Home tab, or press Ctrl+Shift+%.
Or to change other aspects of formatting for the selection, we can follow below steps.
- 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.
- In the Decimal places box, enter the number of decimal places that you want to display.

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

ANS : The shortcut to merge two or more cells in excel is : **ALT H+M+M**

6. How do you use text commands in Excel?

ANS : Text commands in Excel.

Left() : Left function is used when we want to extract the leftmost characters from a string. Syntax =left(text, num_char)

Right() : Right function to extract the rightmost characters from a string.

Len () : Len function in Excel helps to know the length of a string that is number of characters in a string. Syntax = LEN(text).

Mid () : Mid function in Excel is used to extract the characters from the middle of a string. Syntax = MID(text, start_char, num_chars).

Find () : Find function in Excel is used when we want to know the position of certain characters in a particular string. Syntax =FIND(find_text, within_text,[start_num])

Proper () : Proper function in Excel capitalizes each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)

Rept () : Rept function in Excel is used when we want a certain text to be repeated certain number of times. Syntax =REPT(Text, number_times)

Trim() : Trim function in Excel removes the unnecessary spaces from a particular string. Syntax =TRIM(Text)

Upper() : Upper function in Excel converts the text into Upper case from lower case. Syntax =UPPER(Text)

Concatenate () : Concatenate function in Excel helps to join the text of two or more cells. Syntax =CONCATENATE(text1, text2….)

Substitute () : Substitute function in Excel helps to replace existing text with a new text in a particular string. Syntax =SUBSTITUTE(text, old_text, new_text, instance number)