

# Assignment 5

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

The number and types of conditions available may vary slightly depending on the version of Excel we are using. The conditions available in conditional formatting are based on specific text, cell value, dates and formula.

Cell Value:

Equal To: Format cells that are equal to a specific value.

Not Equal To: Format cells that are not equal to a specific value.

Greater Than: Format cells that are greater than a specific value.

Less Than: Format cells that are less than a specific value.

Between: Format cells that are between two specific values.

Contains: Format cells that contain a specific text.

Does Not Contain: Format cells that do not contain a specific text.

Specific Text:

Begins With: Format cells that begin with a specific text.

Ends With: Format cells that end with a specific text.

Text That Contains: Format cells that contain specific text.

Duplicate Values: Format duplicate values within a range.

Unique Values: Format unique values within a range.

Dates:

Today: Format cells with the current date.

Yesterday: Format cells with the previous day's date.

Tomorrow: Format cells with the next day's date.

Date Occurring: Format cells with a specific date.

Last 7 Days: Format cells within the last 7 days.

This Week: Format cells within the current week.

Last Week: Format cells within the previous week.

This Month: Format cells within the current month.

Last Month: Format cells within the previous month.

Next Month: Format cells within the next month.

This Quarter: Format cells within the current quarter.

Last Quarter: Format cells within the previous quarter.

This Year: Format cells within the current year.

Last Year: Format cells within the previous year.

Older Than: Format cells older than a specific date.

Formulas:

Use a formula to determine which cells to format based on custom conditions.

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

To insert borders in Excel using the Format Cells dialog, we can follow these steps:

1) Select the cell or range of cells where we want to insert borders.

2) Right-click on the selected cell(s) and choose "Format Cells" from the context menu. Alternatively, we can press Ctrl + 1 on your keyboard to open the Format Cells dialog.

3) In the Format Cells dialog box, navigate to the "Border" tab.

4) Within the Border tab, we can select the type of border we want to apply. There are various options available, such as:

i) Preset border styles: We can choose from different preset border styles by selecting the desired option from the "Presets" section.

ii) Individual border settings: If we want to customize the border settings, we can use the buttons under the "Style," "Color," and "Border" sections to define the specific border style, color, and thickness for each side of the cell(s). Click on each button to make your selections.

5) Preview the borders in the "Preview" section of the Format Cells dialog. As to make changes to the border settings, we will see a preview of how the borders will appear on the selected cell(s).

6) Once we are satisfied with the border settings, click the "OK" button to apply the borders to the selected cells.

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

To format numbers as currency in Excel, we can follow these steps:

- 1) Select the cells or range of cells that we want to format as currency.
- 2) Right-click on the selected cell(s) and choose "Format Cells" from the context menu. Alternatively, we can press Ctrl + 1 on the keyboard to open the Format Cells dialog.
- 3) In the Format Cells dialog box, go to the "Number" tab.

In the Category list, select "Currency."

- 4) Choose the desired options for the currency format:

**Symbol:** Select the currency symbol we want to use from the drop-down menu. We can choose from various symbols such as dollar (\$), euro (€), pound (£), yen (¥), etc.

**Decimal Places:** Specify the number of decimal places we want to display for the currency. We can choose from the available options or enter a custom number.

**Negative Numbers:** Choose how we want to display negative numbers. The options include using a minus sign, parentheses, or displaying the numbers in red.

- 6) Preview the format in the "Sample" section to ensure it appears as expected.

- 7) Once we are satisfied with the currency format, click the "OK" button to apply it to the selected cells.

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

To format numbers in Excel with the Percent style, we can follow these steps:

- 1) Select the cells or range of cells that we want to format as a percentage.
- 2) Right-click on the selected cell(s) and choose "Format Cells" from the context menu. Alternatively, we can press Ctrl + 1 on the keyboard to open the Format Cells dialog.
- 3) In the Format Cells dialog box, go to the "Number" tab.

In the Category list, select "Percentage."

- 4) Choose the desired options for the percentage format:

**Decimal Places:** Specify the number of decimal places we want to display for the percentage. We can choose from the available options or enter a custom number.

**Symbol:** We can select the symbol we want to use for percentages, such as "%," "pct," etc.

**Negative Numbers:** Choose how we want to display negative numbers. The options include using a minus sign, parentheses, or displaying the numbers in red.

- 5) Preview the format in the "Sample" section to ensure it appears as expected.

6) Once we are satisfied with the percentage format, click the "OK" button to apply it to the selected cells.

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

The shortcut to merge two or more cells in Excel is:

Alt + H + M

6. How do you use text commands in Excel?

In Excel, text commands can be used to manipulate and perform various operations on text within cells. Here are some of the text commands-

1) CONCATENATE: This command combines (concatenates) multiple text strings into a single string.

example: =CONCATENATE(A1, " ", B1).

2) LEFT: This command extracts a specified number of characters from the beginning (left) of a text string.

example: =LEFT(A1, 5).

3) MID: This command extracts a specified number of characters from the middle of a text string. It allows us to define the starting position and the number of characters to retrieve.

For example: =MID(A1, 3, 4).

These are just a few examples of text commands in Excel. There are many more text functions available that can be used to manipulate, analyze and format text in various ways.

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## **Advance Excel Assignment 5**

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2. How to insert border in Excel with Format Cells dialog?
3. How to Format Numbers as Currency in Excel?
4. What are the steps to format numbers in Excel with the Percent style?
5. What is a shortcut to merge two or more cells in excel?
6. How do you use text commands in Excel?

