**Advance Excel Assignment 5**

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

Microsoft Excel provides several types of conditions for conditional formatting, including:

1. Cell Value: You can format cells based on their values, such as cells that are greater than, less than, equal to, between, or not between a certain value.
2. Specific Text: You can format cells that contain specific text or values, such as "yes" or "no."
3. Date Occurring: You can format cells based on dates, such as cells that contain today's date or a future date.
4. Duplicate Values: You can format cells that contain duplicate values.
5. Top/Bottom Rules: You can format the top or bottom N items in a selected range, based on their values.
6. Above/Below Average: You can format cells that are above or below the average value in the selected range.
7. Data Bars: You can apply a data bar to cells that represent values in a selected range.
8. Color Scales: You can apply color scales to cells in a selected range, which represents the values as a range of colors.
9. Icon Sets: You can apply an icon set to cells in a selected range, which represents the values using a set of icons.

These are some of the most common conditions available in conditional formatting in Microsoft Excel. The exact number of conditions available may vary depending on the version of Excel you are using.

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

You can insert a border in an Excel cell or range of cells using the Format Cells dialog. Here's how:

* Select the cells you want to add a border to.
* Right-click the selected cells and click "Format Cells."
* In the Format Cells dialog, go to the "Borders" tab.
* In the "Borders" section, select the type of border you want to add, such as a solid line, a double line, a dotted line, etc. You can also choose the color and style of the border.
* If you want to add a border to specific sides of the cell(s), you can use the options in the "Presets" section to quickly add a border to the top, bottom, left, right, or all sides of the cell(s).
* If you want to create a more complex border, you can use the options in the "Border" section to manually add or remove borders on specific sides of the cell(s).
* After you have selected the border options you want, click "OK" to close the Format Cells dialog and apply the border to the selected cell(s).

Note that you can also use the Border tool in the Home tab of the ribbon to quickly add borders to cells. The Format Cells dialog provides more options for customizing the border, but the Border tool is a quick and easy way to add a basic border to cells.

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

You can format numbers as currency in Microsoft Excel by using the "Currency" number format. Here's how:

* Select the cells that you want to format as currency.
* Right-click the selected cells and click "Format Cells.
* In the Format Cells dialog, go to the "Number" tab
* In the "Category" section, select "Currency."
* Choose the type of currency symbol you want to use from the list of options. The currency symbol will automatically be added to the selected cells.
* You can also choose the number of decimal places you want to display, and whether or not you want to include a thousands separator.
* After you have selected the currency format options you want, click "OK" to close the Format Cells dialog and apply the currency format to the selected cells.

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

You can format numbers in Microsoft Excel as percentages using the "Percent" number format. Here's how:

* Select the cells that you want to format as percentages.
* Right-click the selected cells and click "Format Cells."
* In the Format Cells dialog, go to the "Number" tab.
* In the "Category" section, select "Percentage."
* Choose the number of decimal places you want to display. By default, percentages are displayed with two decimal places.
* After you have selected the percentage format options you want, click "OK" to close the Format Cells dialog and apply the percentage format 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 Microsoft Excel is "Ctrl + Shift + "+". Here's how to use it:

* Select the cells you want to merge.
* Hold down the "Ctrl" and "Shift" keys on your keyboard.
* While holding those keys, press the "+" key.

This will merge the selected cells into one larger cell that spans the entire range. Note that the contents of the merged cells will be combined into a single cell, with the contents of the top-left cell remaining and the contents of the other cells being overwritten. If you want to keep the contents of all the cells, you should copy and paste them into a new location before merging the cells.

**6. How do you use text commands in Excel?**

Text commands in Microsoft Excel are used to manipulate and transform the text in cells. Here are some common text commands and how to use them:

* CONCATENATE: This function combines the contents of two or more cells into a single cell. To use it, enter "=CONCATENATE(cell1, cell2, ...)" into a cell, replacing "cell1, cell2, ..." with the cells you want to combine.
* UPPER: This function converts text to uppercase. To use it, enter "=UPPER(cell)" into a cell, replacing "cell" with the cell containing the text you want to convert.
* LOWER: This function converts text to lowercase. To use it, enter "=LOWER(cell)" into a cell, replacing "cell" with the cell containing the text you want to convert.
* PROPER: This function capitalizes the first letter of each word in a cell. To use it, enter "=PROPER(cell)" into a cell, replacing "cell" with the cell containing the text you want to format.
* LEFT: This function returns a specified number of characters from the beginning of a cell's text. To use it, enter "=LEFT(cell, number of characters)" into a cell, replacing "cell" with the cell containing the text you want to extract and "number of characters" with the number of characters you want to return.
* RIGHT: This function returns a specified number of characters from the end of a cell's text. To use it, enter "=RIGHT(cell, number of characters)" into a cell, replacing "cell" with the cell containing the text you want to extract and "number of characters" with the number of characters you want to return.
* MID: This function returns a specified number of characters from a specified starting point in a cell's text. To use it, enter "=MID(cell, starting point, number of characters)" into a cell, replacing "cell" with the cell containing the text you want to extract, "starting point" with the character position you want to start from, and "number of characters" with the number of characters you want to return.

These are just a few examples of the text commands you can use in Excel. There are many others, and you can also combine them to create more complex formulas and perform more advanced text manipulations.