

# 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:

Background Color

Shading (of cells) Foreground Color

Shading (of fonts)

Data Bars.

Background Shading

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
h	465	2465
i	460	2460
j	455	2455
k	450	2450
l	300	2445
m	150	2440
n	0	2435
o	-150	2430
p	-300	2425
q	-450	2420
r	-600	2415
s	-750	2410
t	-900	2405

Foreground Shading

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
h	465	2465
i	460	2460
j	455	2455
k	450	2450
l	300	2445
m	150	2440
n	0	2435
o	-150	2430
p	-300	2425
q	-450	2420
r	-600	2415
s	-750	2410
t	-900	2405

Databars

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
u	465	2465
h	460	2460
i	455	2455
j	450	2450
k	300	2300
l	150	2150
m	0	2000
n	-150	1850
o	-300	1700
p	-450	1550
q	-600	1400
r	-750	1250
s	-900	1100
t	-1050	950

Icons (4 types)

	Value	Value 3	Value2	Value 4
a	500	2500	1	3,001
b	495	2495	2	2,992
c	490	2490	3	2,983
d	485	2485	4	2,974
e	480	2480	5	2,965
f	475	2475	6	2,956
g	470	2470	7	2,947
u	465	2465	3000	5,930
h	460	2460	8	2,928
i	455	2455	9	2,919
j	450	2450	10	2,910
k	300	2300	20	2,620
l	150	2150	30	2,330
m	0	2000	40	2,040
n	-150	1850	50	1,750
o	-300	1700	60	1,460
p	-450	1550	70	1,170
q	-600	1400	80	880
r	-750	1250	90	590
s	-900	1100	1000	1,200
t	-1050	950	2000	1,900

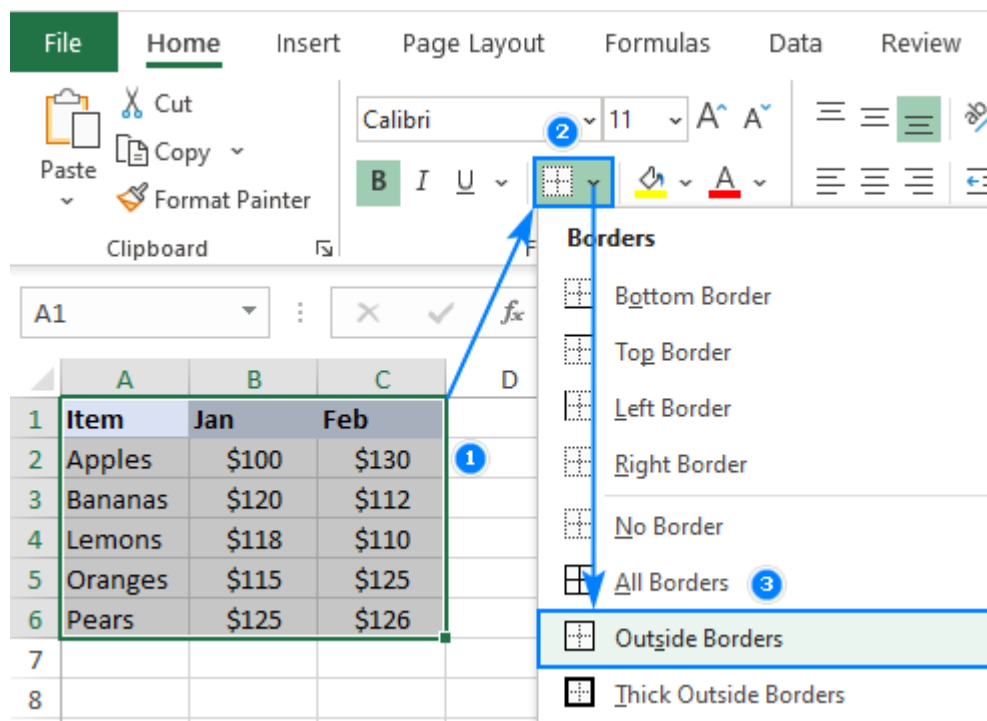
Values

	Value	Value 3
a	500 19.8%	2500 5.1%
b	495 19.6%	2495 5.1%
c	490 19.4%	2490 5.1%
d	485 19.2%	2485 5.1%
e	480 19%	2480 5.1%
f	475 18.8%	2475 5%
g	470 18.6%	2470 5%
h	465 18.4%	2465 5%
i	460 18.2%	2460 5%
j	455 18%	2455 5%
k	450 17.8%	2450 5%
l	300 11.9%	2445 5%
m	150 5.9%	2440 5%
n	0 0%	2435 5%
o	-150 -5.9%	2430 5%
p	-300 -11.9%	2425 4.9%
q	-450 -17.8%	2420 4.9%
r	-600 -23.8%	2415 4.9%
s	-750 -29.7%	2410 4.9%
t	-900 -35.6%	2405 4.9%

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

Ans.

- 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.

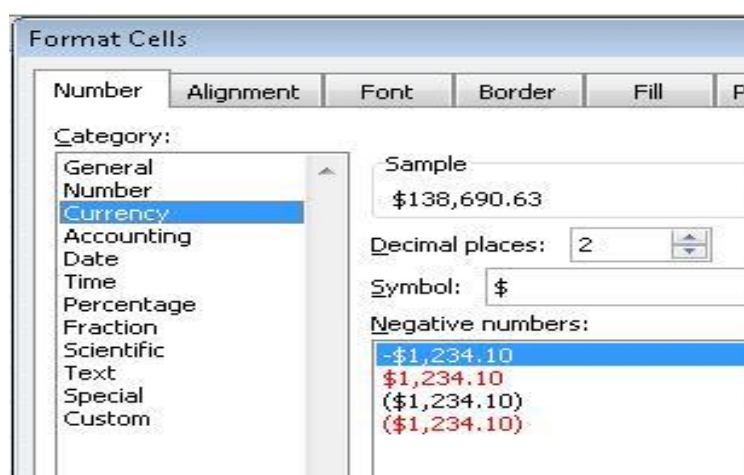


## 3. How to Format Numbers as Currency in Excel?

Ans.

To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press **Ctrl+Shift+\$**. Like the Currency format, the Accounting format is used for monetary values. But, this format aligns the currency symbols and decimal points of numbers in a column.

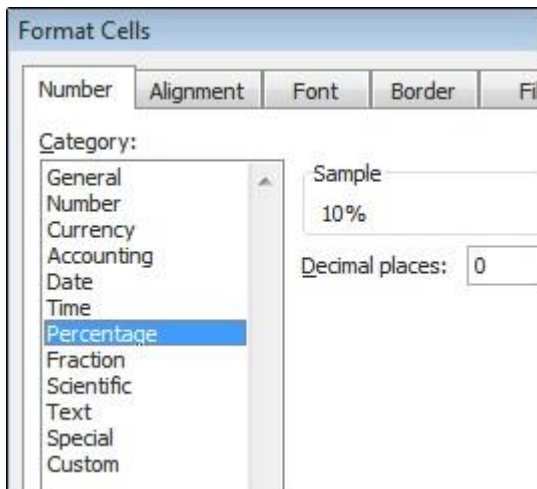
In the **Format Cells** dialog box, in the **Category** list, click **Currency** or **Accounting**.



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

Ans.

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.**



D5    X    ✓    fx    1%

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

**Percentage number format**

General		Percentage
0.01	-->	1%
0.05	-->	5%
0.1	-->	10%
0.2	-->	20%
0.3	-->	30%
0.4	-->	40%
0.5	-->	50%
0.75	-->	75%
1	-->	100%
1.25	-->	125%

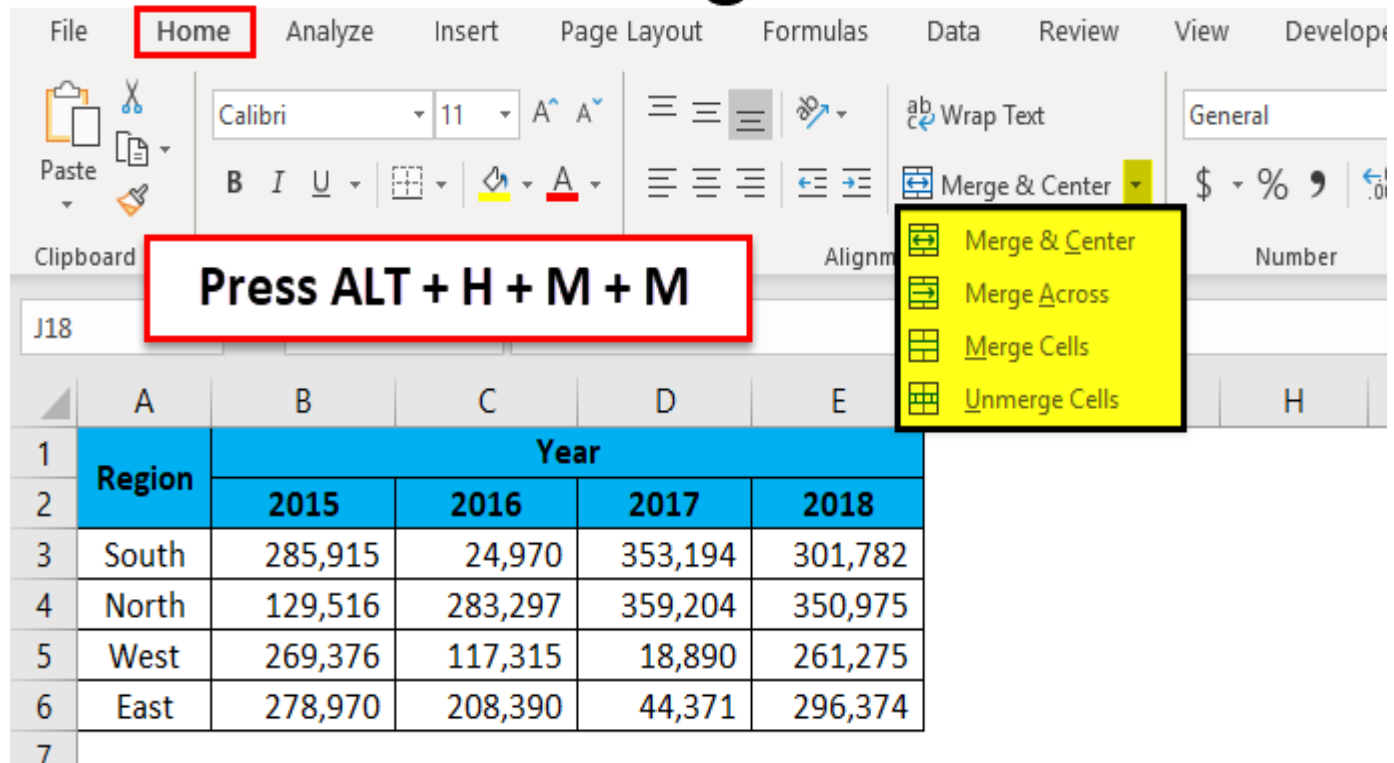
5. What is a shortcut to merge two or more cells in excel?

Ans.

- To merge cells in Excel, you can use the following shortcut keys:
- Ctrl + M - This shortcut key will merge the selected cells into one cell.

- Ctrl + Shift + M - This shortcut key will merge the selected cells into one cell, and keep the data in the upper-leftmost cell.
- Ctrl + Alt + M - This shortcut key will merge the selected cells into one cell, and keep the data in the active cell.

# Shortcut to Merge Cells in Excel

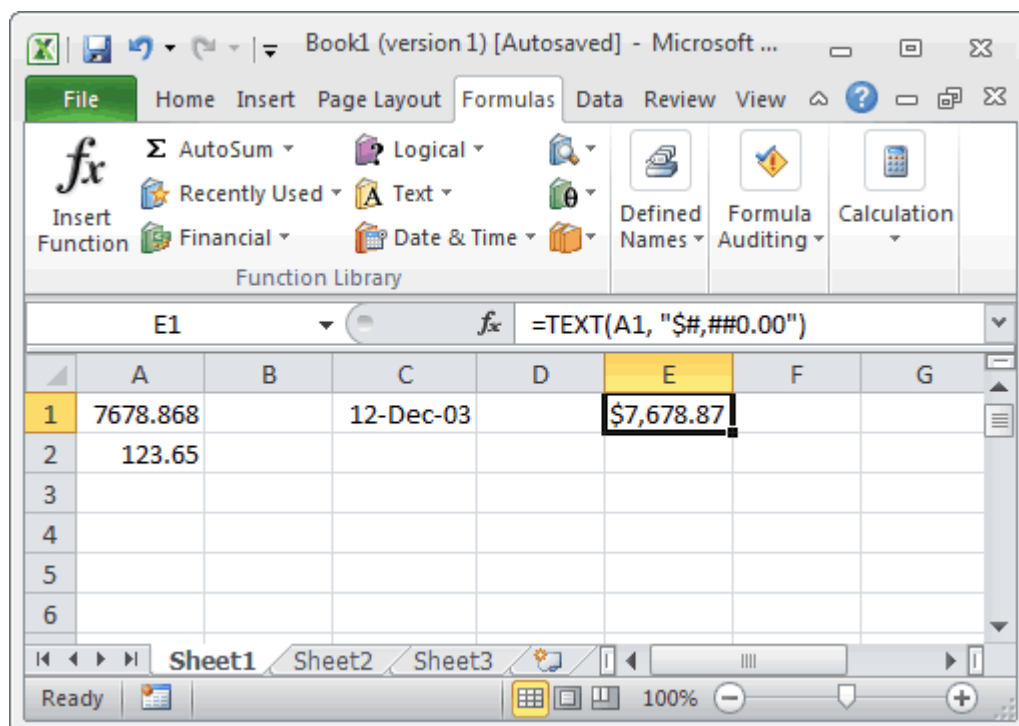


**Press ALT + H + M + M**

	A	B	C	D	E
1	Region	Year			
2		2015	2016	2017	2018
3	South	285,915	24,970	353,194	301,782
4	North	129,516	283,297	359,204	350,975
5	West	269,376	117,315	18,890	261,275
6	East	278,970	208,390	44,371	296,374
7					

6. 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. Now Excel will keep your leading 0's. If you've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back.



iNeuron

