

# Assignment-5

## iNeuron

**Q.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
- Icons (which have 4 different image types)
- Values

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

**Ans:- To insert border in Excel with Format Cells dialog:**

1. Select one or more cells to which you'd like to add borders.
2. Open the Format Cells dialog box by doing one of the following:
3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first.
4. When done, click OK.

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

**Ans:- To Format Number as Currency in Excel :**

1. 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.
2. Choose either **Currency** or **Accounting**.

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

**Ans:-** To change numbers to a percentage in Excel using the Ribbon, click on the Ribbon, make sure you are on the home Ribbon tab.

**To convert the values to a percent:**

1. Highlight the desired cells.
2. Right click them.
3. Click the Format Cells option.
4. Click the Number category.
5. Then choose the percentage tab.

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

**Ans:- Excel Shortcuts to merge two or more cells:**

1. Merge Cells: ALT H+M+M.
2. Merge & Center: ALT H+M+C.
3. Merge Across: ALT H+M+A.
4. Unmerge Cells: ALT H+M+U.

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

**Ans:-** Excel is mostly about the numerical data, but at times we can come across data which has too much text and that is the time when Text Functions in Excel will help you to simplify things easily.

**Here are few text functions we should know**

**1.Left()**

You can use the Left function when you want to extract the leftmost characters from a string. Syntax **=left(text, num\_char)**

**2. Len ()**

Len function in Excel helps you to know the length of a string that is the number of characters in a string. Syntax

**= LEN(text)**

### **3. Mid ()**

Mid function in Excel is used to extract the characters from the middle of a string. Syntax **= MID(text, start\_char, num\_chars)**

### **4. Find ()**

Find function in Excel is used when you want to know the position of certain characters in a particular string.

Syntax **=FIND(find\_text, within\_text,[start\_num])**

### **5. Proper ()**

Proper function in Excel capitalizes each word in the string, that is, it converts the case into proper case. Syntax

**=PROPER(Text)**

### **6. Rept ()**

Rept function in Excel is used when you want a certain text to be repeated a certain number of times. Syntax

**=REPT(Text, number\_times)**

### **7. Trim()**

Trim function in Excel removes the unnecessary spaces from a particular string.

Syntax **=TRIM(Text )**

### **8. Upper()**

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

### **9. 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)**

### **10. Concatenate ()**

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

