

# iNeuron

Assignment - 5

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

Solution: There are many conditions available

- ➔ Highlight Cell Rules – It highlights cells on the basis of various conditions such as greater than, less than, equal to, duplicate values etc.
- ➔ Top/Bottom Rules – It select top and bottom cells on various conditions such as above average, top 10%, bottom 10
- ➔ Data Bars – It provides bars to numerical values and makes it easy to find meaning out of them
- ➔ Color Scales – It provides color to numerical values
- ➔ Icon Sets – It given icons to numerical values
- ➔ New Rules – It allows us to create customized rules of our own and we can put in our own conditions

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

Solution: Follow below steps

Step 1: Go on Home option

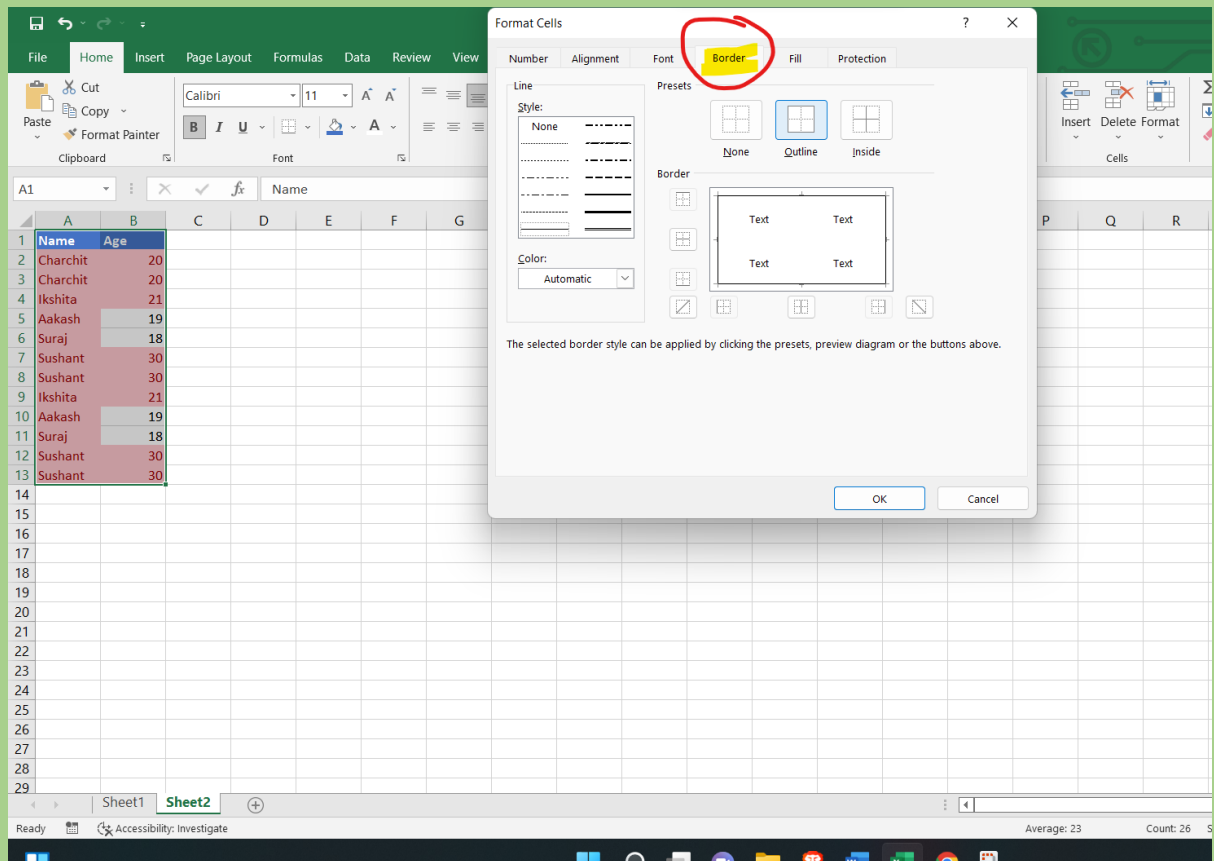
Step 2: Select format option

Step 3: Click on format cells option

Step 4: Select border and give border style

Step 5: Click OK

Below is an example I performed



Name	Age
Charchit	20
Charchit	20
Ikshita	21
Aakash	19
Suraj	18
Sushant	30
Sushant	30
Ikshita	21
Aakash	19
Suraj	18
Sushant	30
Sushant	30

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

Solution: Follow below steps

Step 1: Click on Home tool

Step 2: From number section, click on dropdown

### Step 3: Select currency

Below is an example I performed

The screenshot shows the Microsoft Excel interface. The 'Format Cells' dialog box is open, displaying various number formats. The 'Currency' option is selected, indicated by a red arrow. The dialog box shows the following options:

- General: No specific format
- Number: 20.00
- Currency: ₹ 20.00 (selected with a red arrow)
- Accounting: ₹ 20.00
- Short Date: 20-01-1900
- Long Date: 20 January 1900
- Time: 00:00:00
- Percentage: 2000.00%
- Fraction: 1/2
- Scientific: 2.00E+01
- Text: 20

At the bottom of the dialog box, there is a link: [More Number Formats...](#)

In the background, a table is visible with the following data:

Name	Age
Charchit	₹ 20.00
Charchit	₹ 20.00
Ikshita	₹ 21.00
Aakash	₹ 19.00
Suraj	₹ 18.00
Sushant	₹ 30.00
Sushant	₹ 30.00
Ikshita	₹ 21.00
Aakash	₹ 19.00
Suraj	₹ 18.00
Sushant	₹ 30.00
Sushant	₹ 30.00

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

Solution: Follow steps mentioned below

Step 1: Click on cell you want to change format

Step 2: Go on Home Tab

Step 3: Under numbers section, we will get a dropdown

Step 4: Click on that and select percentage

Below attached is an example I performed

The screenshot shows the Microsoft Excel interface. The 'Home' tab is active, and the 'Alignment' group is selected. The 'Number Format' dropdown menu is open, showing various options. The 'Percentage' option, represented by a '%' symbol and '2000.00%', is highlighted with a red circle. The spreadsheet below shows a table with two columns: 'Name' and 'Age'. The 'Age' column contains percentages. A red checkmark is drawn next to the data.

Name	Age
Charchit	2000.00%
Charchit	2000.00%
Ikshita	2100.00%
Aakash	1900.00%
Suraj	1800.00%
Sushant	3000.00%
Sushant	3000.00%
Ikshita	2100.00%
Aakash	1900.00%
Suraj	1800.00%
Sushant	3000.00%
Sushant	3000.00%

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

Solution: Follow below steps

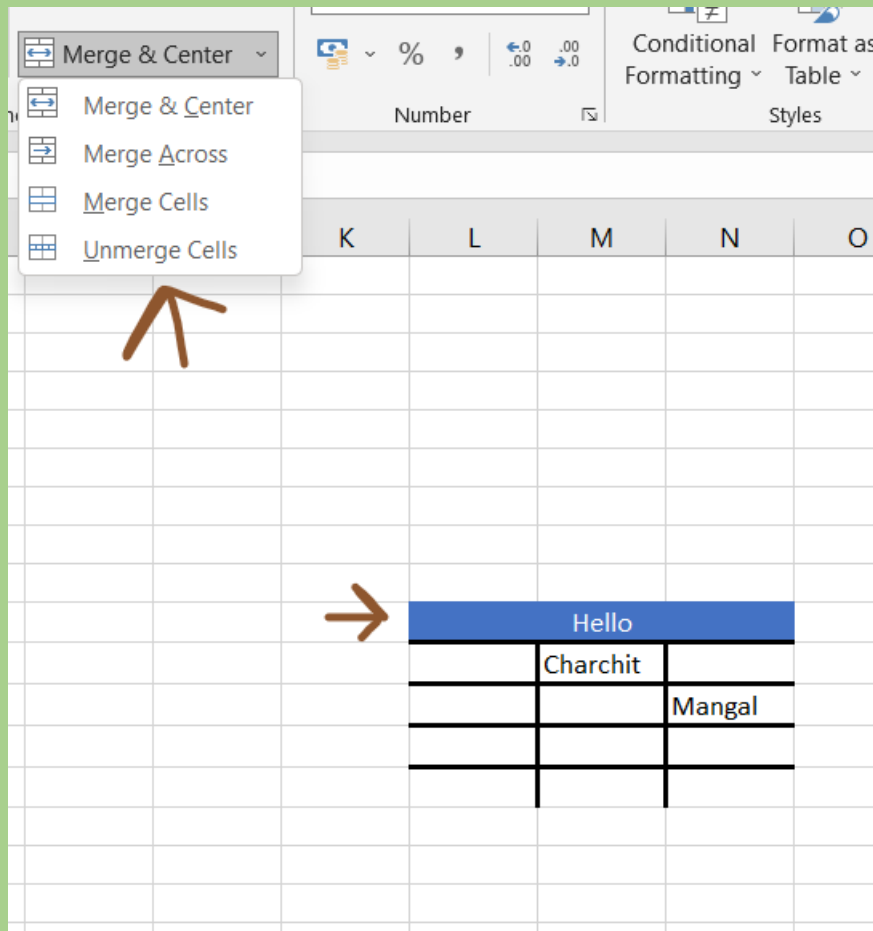
Step 1: Select cells you want to merge

Step 2: Click on Home option

Step 3: Under Alignment option, we will find merge scrolling option

Step 4: Click on that and merge according to requirement

Below is an example I performed

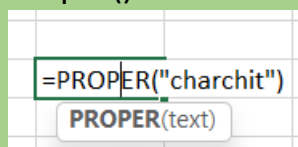


## 6. How do you use text commands in Excel?

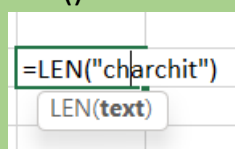
Solution – There are many Text commands present in Excel like left(), len(), mis(), proper() etc

Use of few commands is given below

1.) Proper() - It makes first letter of word uppercase



2.) Len() – It finds length of string passed inside



3.) Rept() – It repeats text, no. of times

