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
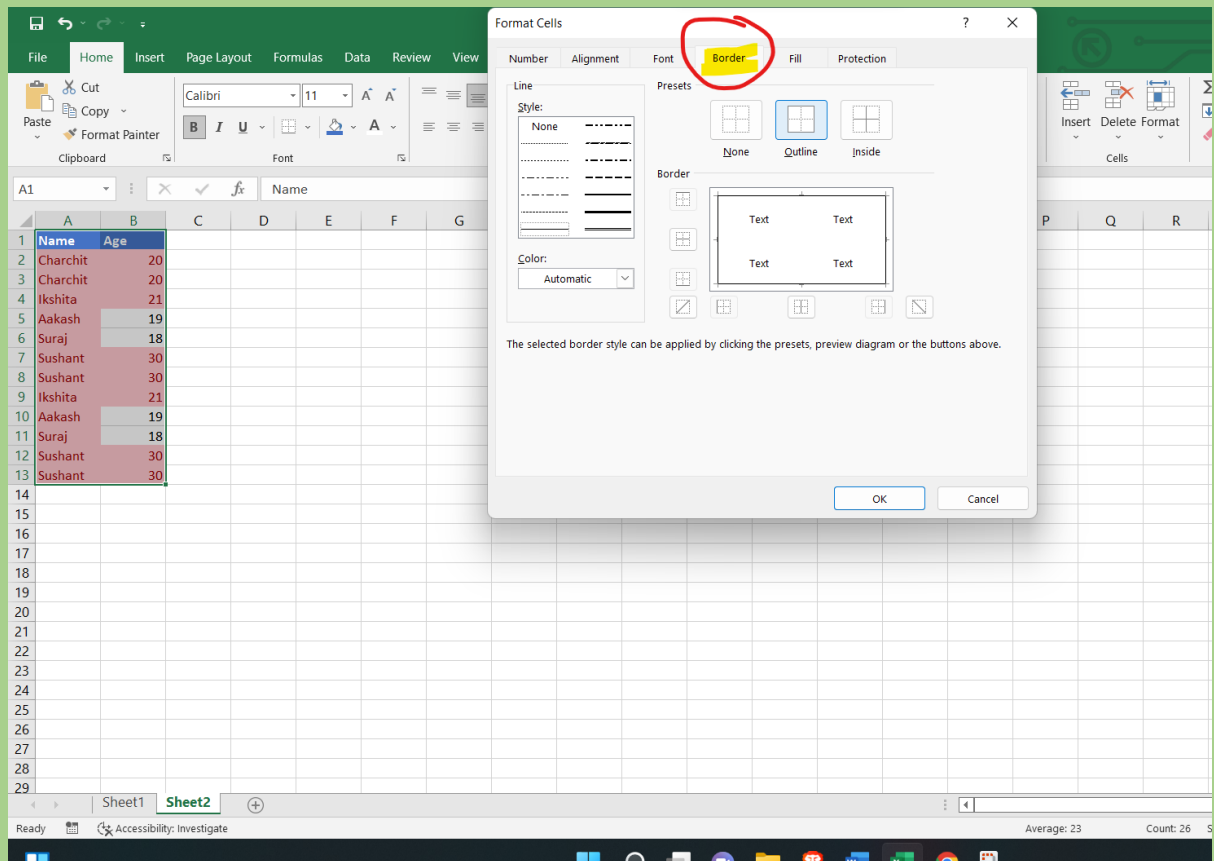
Step 1: Go on Home option

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

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

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

5. What is a shortcut to merge two or more cells in excel?
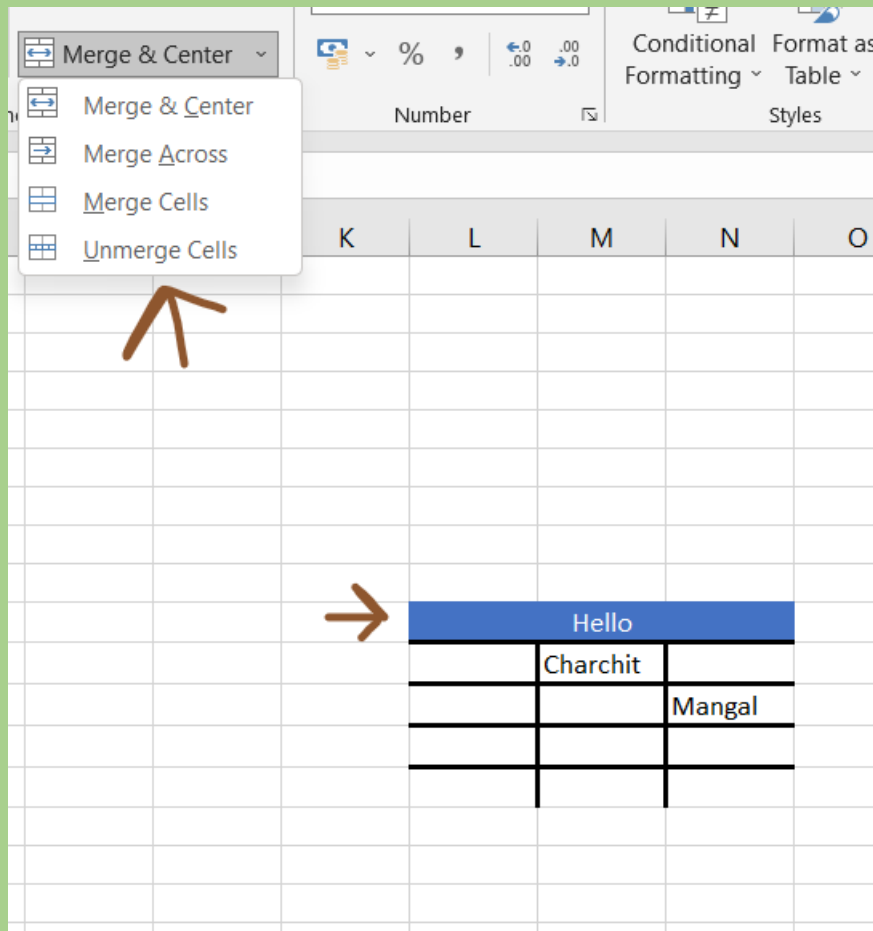
Solution: Follow below steps

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
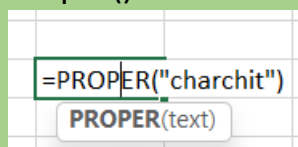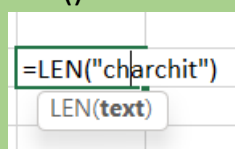
Below is an example I performed

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