Advance Excel Assignment 5

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

There are several types of conditions available in conditional formatting in Excel, including:

1. Highlight Cell Rules: This type of rule is used to highlight cells that meet a certain condition, such as cells that contain a specific text string or cells that are above or below a certain value.
2. Top/Bottom Rules: This type of rule is used to highlight the top or bottom values in a range, such as the top 10 sales or the bottom 5 scores.
3. Data Bars: This type of rule is used to add a visual representation of data to a range of cells, such as a horizontal bar that fills a cell based on its value.
4. Color Scales: This type of rule is used to apply a gradient fill to a range of cells, with colors ranging from one end of the spectrum to the other based on the values in the cells.
5. Icon Sets: This type of rule is used to add icons to cells based on their values, such as arrows pointing up or down to indicate whether the value has increased or decreased.
6. New Rule: This type of rule allows you to create your own custom formatting rule based on a formula or expression.

These are some of the main types of conditions available in conditional formatting in Excel, but there are many more options and variations depending on the specific needs of your worksheet.

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

To insert a border in Excel using the Format Cells dialog, follow these steps:

1. Select the cells you want to add a border to.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the Format Cells dialog box, click on the "Border" tab.
4. Choose the type of border you want to add (e.g., top, bottom, left, right) and the line style, color, and thickness you want to use.
5. Click on the "OK" button to apply the border to the selected cells.

You can also use the Format Cells dialog to add more complex border styles, such as diagonal lines, dotted lines, or double lines. To do this, select the appropriate options in the Border tab of the Format Cells dialog. Once you've applied the border, you can also use the Border Styles menu on the Home tab of the ribbon to make additional adjustments to the border, such as changing its color or thickness.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, you can use the built-in "Currency" number format. Here are the steps:

1. Select the cell or range of cells you want to format.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the Format Cells dialog box, click on the "Number" tab.
4. In the Category list, select "Currency".
5. Choose the currency symbol you want to use from the "Symbol" dropdown list.
6. Choose the number of decimal places you want to display in the "Decimal places" field.
7. Click on the "OK" button to apply the currency format to the selected cells.

Alternatively, you can use the shortcut key "Ctrl + Shift + $" to apply the currency format to the selected cells. This will format the numbers as currency with two decimal places by default, using the currency symbol of your local region.

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

To format numbers in Excel with the percent style, you can use the built-in "Percent" number format. Here are the steps:

1. Select the cell or range of cells you want to format.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the Format Cells dialog box, click on the "Number" tab.
4. In the Category list, select "Percentage".
5. Choose the number of decimal places you want to display in the "Decimal places" field.
6. Click on the "OK" button to apply the percent format to the selected cells.

Alternatively, you can use the shortcut key "Ctrl + Shift + %" to apply the percent format to the selected cells. This will format the numbers as percentages with two decimal places by default.

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

The shortcut to merge two or more cells in Excel is as follows:

1. Select the cells that you want to merge.
2. Press and hold the "Alt" key on your keyboard.
3. While holding down the "Alt" key, press the letter "A", then release both keys.
4. Press the letter "M" to activate the "Merge Cells" command.
5. Finally, press the "Enter" key to confirm the merge.

Alternatively, you can also use the "Merge & Center" button on the Home tab of the Ribbon to merge cells. This button is located in the Alignment group and has an icon of a group of cells with an arrow pointing downwards.

6. How do you use text commands in Excel?

In Excel, you can use various text functions to manipulate text strings in your worksheets. These text functions allow you to perform a wide range of operations, such as extracting parts of a text string, combining text strings, and changing the case of text.

Here are the general steps to use text commands in Excel:

1. Decide which text function you want to use.
2. Select the cell where you want to use the text function.
3. Type the function name, followed by an opening parenthesis, in the formula bar or directly in the cell.
4. Enter the arguments of the function, separated by commas, inside the parentheses. The arguments specify the text strings you want to manipulate or other information that the function needs to perform its operation.
5. Close the parentheses, and then press Enter to confirm the formula.

For example, the following formula uses the LEFT function to extract the first three characters of a text string in cell A1:

=LEFT(A1,3)

This formula returns a new text string that consists of the first three characters of the text in cell A1.

There are many different text functions available in Excel, each with its own syntax and set of arguments. You can find a list of these functions in the Formulas tab of the Ribbon, under the Text category.