Advanced Excel Assignment (5)

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

Solu

There are 5 types of conditions that are available in conditional formatting on Excel and they are mentioned below :—

1. Highlight Cells Rules.
2. Top / Bottom Rules.
3. Data Bars.
4. Colour Scales.
5. Icon Sets.

(2) How to insert borders in Excel with formate cells dialog?

Solu

In order to insert borders in Excel with formate cells dialog, here are the steps to follow.

1. "Ctrl + A" to select the entire data set where we want to insert data borders.

2. "⊞" click on Borders icon in HOME TAB under FONT group.

3. Scroll down and at last there will be an option called More Borders ⊞, click on it.

4. Dialog box will pop up, for 'Border'.

5. Select line style, Presets, Border, Color as per need and click on OK.

③ How to formate numbers as currency in Excel?

Solu
① Select the cell that you want to formate and then in the Number group on the HOME Tab, click the down arrow in the Number Formate box.

② Choose either currency or Accounting.

④ What are the steps to formate numbers in Excel with the Percent Style?

Solu
Click on the cell or entire column, then go to Number group in HOME TAB, there will be a drop down option [Percentage ▾], click on it & choose percentage and click on it, or else click on 'Ⓕ' formate cell dialog box search for categories & apply the formate, this will add '%' sign to the selected column or cells.

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

Solu Merge cells : Alt + H + M + M.

⑥ How do you use text commands in Excel?

Solu
Select the column, or range where you'll be putting the values, the use Ctrl+1 to bring up the Formate > cells dialog and on the number tab select Text and click on (OK.)