Excel Assignment – 5

1. The types of conditions in conditional formatting on excel to Identify Duplicates, Highlight cells with values Greater/Less than a number, Highlight top 10 items, Highlight Blanks,

Creating Heat Maps, Search and Highlight the data using conditional formatting.

1. To insert the border to the range of cells select the range where to insert the border in the Format menu select the Border tab. In the Border section of the dialog box and select a line type from the Style area to add the border.
2. To format the numbers as currency in excel select the cells that you want to format and then in the Number group on the Home tab, click the Number Format and Choose Currency or Accounting to format numbers as currency.
3. To format numbers in excel to percent style by select the Home->Number group->Number Format. Under the Format cells select the Custom formatting from the Number tab and define the format as 0\% to apply percent style format to numbers.
4. To merge two or more cells in excel using the shortcut ALT H+M+M.
5. The text commands is used in excel to display dates in a specified format, to display the numbers in a specified format, combine the numbers with text or characters. We can use it by =TEXT(A1,”d mmmm, yyyy”) to apply date format to the text.