Advance Excel Assignment 5

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

ANS. There are 5 types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.

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

ANS. Click Format. On the Border tab, under Line, in the Style box, click the line style that you want to use for the border. In the Color box, select the color that you want to use. Under Border, click the border buttons to create the border that you want to use.

1. How to Format Numbers as Currency in Excel?

ANS. Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

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

ANS. To apply the percent format to a given cell or several cells, select them all, and then click the Percent Style button in the Number group on the Home tab: Even a faster way is pressing the Ctrl + Shift + % shortcut .

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

ANS. Alt + H + M + M.

1. How do you use text commands in Excel?

ANS. You can reference the top cell with the values and use =TEXT(value,"00000"), where the number of 0's in the formula represents the total number of characters you want, then copy and paste to the rest of your range.