ASSIGNMENT-5 SOLUTIONS

1. There are 5 types of conditional formatting available in excel:
   i)   Background Color Shading (of cells)
   ii) Foreground Color Shading (of fonts)
   iii) Data Bars.
   iv) Icons (which have 4 different image types)
   v)   Values.

2. To insert borders in excel using format cells dialog box:
   i)   Click Format button on Cells group of Home ribbon.
   ii) Select format cells.
   iii) Click Border Tab.
   iv) Select Line style, color & border style.
   v)   Click OK.

3. To format numbers as currency:
   i)   Select the cells to be formatted as currency.
   ii) Select the currency from drop down menu of number group of Home ribbon.

4. To format numbers as percentage:
   i)   Select the cells to be formatted as percentage.
   ii) Select the percentage from drop down menu of number group of Home ribbon.

5. Shortcut to Merge two or more Cells in Excel:
   i)   Merge Cells: ALT H+M+M.
   ii) Merge & Center: ALT H+M+C.
   iii) Merge Across: ALT H+M+A.
   iv) Unmerge Cells: ALT H+M+U.

6. We use formula to use text commands in excel. Some frequently used text formulas are:
   i)   Left(): To extract the leftmost characters from a string.
        Syntax = left(text, num_char)
        Similarly, Right function can be used to extract the rightmost characters from a string.
   ii) Len (): To know the length of a string that is number of characters in a string. Syntax = LEN(text)
   iii) Mid (): To extract the characters from the middle of a string.
        Syntax = MID(text, start_char, num_chars)
   iv) Find (): To know the position of certain characters in a particular string. Syntax =FIND(find_text, within_text,[start_num])
   v)   Proper (): To capitalize each word in the string that is, it converts the case into proper case.
        Syntax =PROPER(Text)
   vi) Rept (): Rept function in Excel is used to be repeat a text certain number of times.
        Syntax =REPT(Text, number_times)
   vii) Trim(): Trim function in Excel removes the unnecessary spaces from a particular string.
        Syntax =TRIM(Text)
   viii) Upper(): Converts the text into Upper case from lower case.
        Syntax =UPPER(Text)
   ix) Substitute (): To replace existing text with a new text in a particular string.
        Syntax =SUBSTITUTE(text, old_text, new_text, instance number)
   x)   Concatenate (): Concatenate function in Excel helps to join the text of two or more cells.
        Syntax =CONCATENATE(text1, text2….)