

Advance Excel Assignment 5

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

Ans- Numerous types of conditions are available in conditional formatting in excel such as

a) Dates- to select specific date or less than or greater than

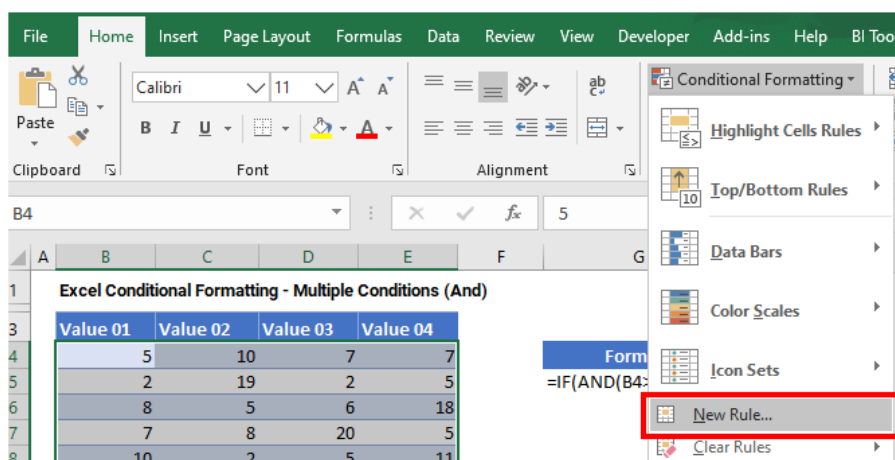
b) Cell value- based on values present

c) Specific text- based on presence or absence of specific texts

d) Duplicate values-

e)Unique values

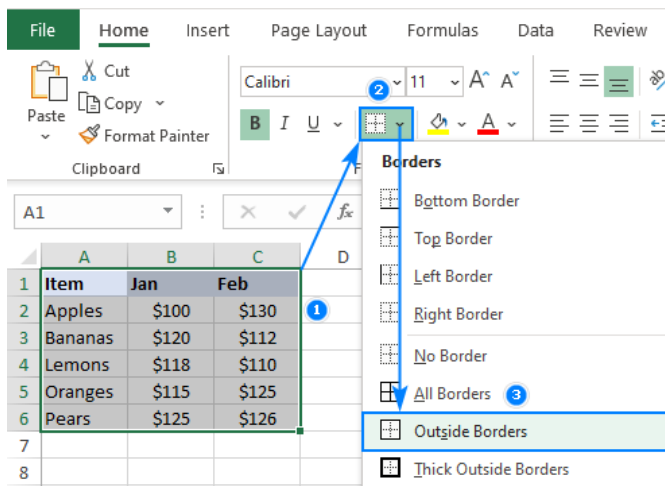
f)Blank or non-blank vlaues



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

Ans- Below steps can be used to insert border

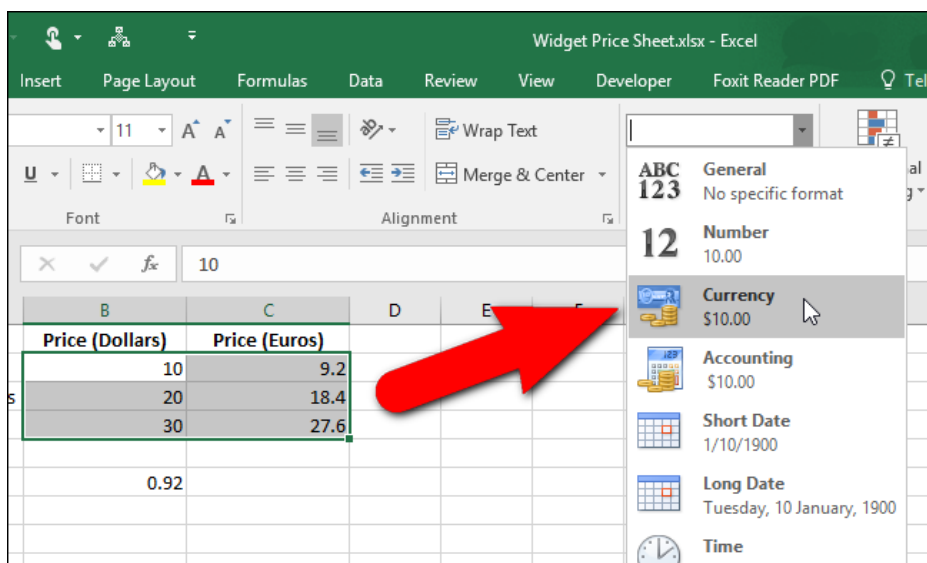
>Right click on selected cell>Choose Format Cells>Border tab>>Choose border style



3. How to Format Numbers as Currency in Excel?

Ans- Below steps can be used to format numbers as currency

>Select Cell range>Home tab> Number group>Number format>Select Currency



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

Ans- Steps to format numbers in excel with percent style is

>Select cell range>Home tab>Number group> Number format> Select Percent>

Formula of Percentage in Excel

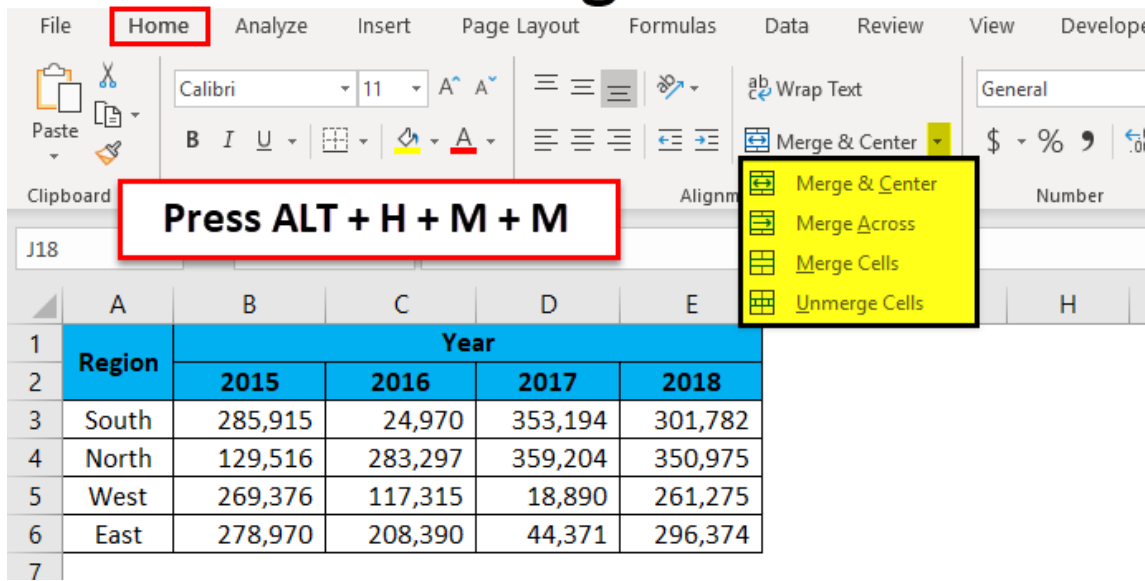
The screenshot illustrates the process of applying the Percent style in Excel. The 'Home' tab is selected, and the 'Number' group in the ribbon is active. The 'Percentage' button is highlighted with a red arrow. A context menu is open, showing 'Format as a percent.' and 'Percent Style (Ctrl+Shift+%)'. The 'Format Cells...' option is also visible. Below the ribbon, a spreadsheet is shown with columns 'Emp_Name', 'Emp_Basic_Pay', and 'Percentage'. The 'Percentage' column contains values 11%, 6%, and 16%. The formula bar shows '=B3/\$B\$13'.

	A	B	C
1	Basic Pay of the Employees		
2	Emp_Name	Emp_Basic_Pay	Percentage
3	Sandy	4500	11%
4	Sam	2500	6%
5	Rozy	6500	16%

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

Ans- Select cells to be merged>Hold Alt key>Press H,M,M in sequence>Release Alt key

Shortcut to Merge Cells in Excel



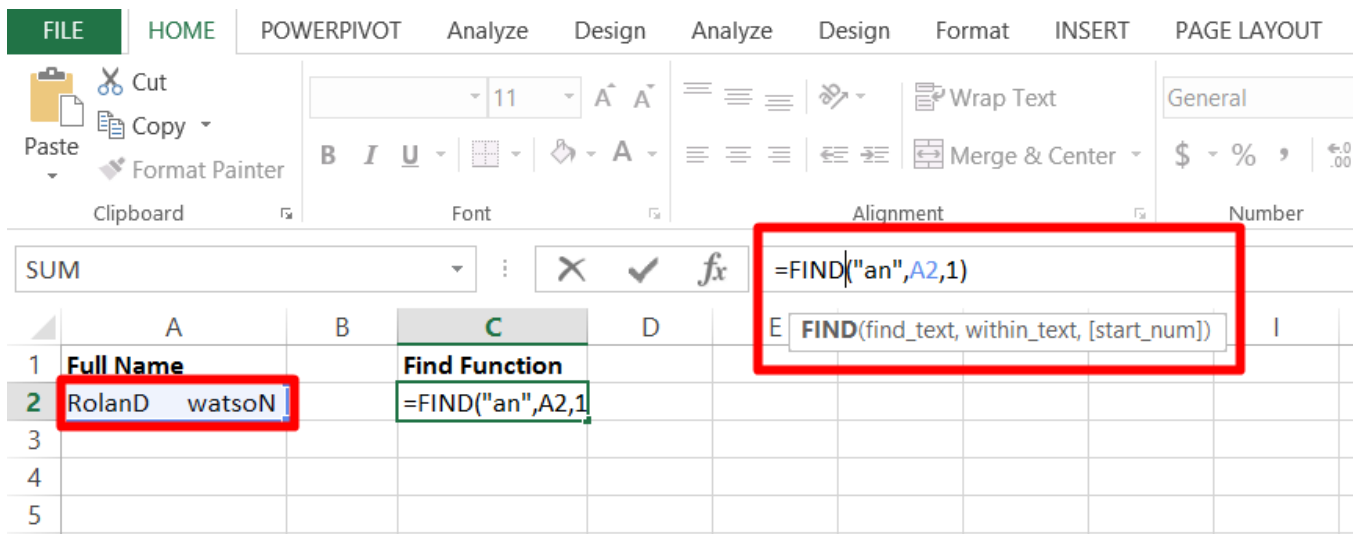
The screenshot shows the Microsoft Excel interface with the Home tab selected. The Merge & Center dropdown menu is open, showing options: Merge & Center, Merge Across, Merge Cells, and Unmerge Cells. A red box highlights the text "Press ALT + H + M + M" and a yellow box highlights the Merge & Center dropdown menu options.

	A	B	C	D	E	H
1	Region	Year				
2		2015	2016	2017	2018	
3	South	285,915	24,970	353,194	301,782	
4	North	129,516	283,297	359,204	350,975	
5	West	269,376	117,315	18,890	261,275	
6	East	278,970	208,390	44,371	296,374	
7						

6. How do you use text commands in Excel?

Ans- Various text functions and formula can be used

- Choose text function- CONCATENATE, MID, LEFT, RIGHT, LEN, FIND, REPLACE
- Write a formula- enter text followed by open parenthesis
- Close the formula- by closing parenthesis



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