

## Advance Excel Assignment 5

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

**Ans:**

We can apply multiple conditional formatting rules to a cell range or worksheet, allowing you to visualize different trends and patterns in your data.

There are 2 types of condition available in conditional formatting:

#### 1. Single Condition :

**Constant** - This looks at the actual value in a cell. This is not necessarily the value that is displayed.

In the first drop-down box select "Cell Value is".

In the second drop-down box you can choose from a selection of different operators.

The remaining boxes are for your values. These can either be entered directly as constants or they can be cell references.

#### Formula Expression

This uses a formula to create the necessary condition and this formula can refer to multiple cells.

You can pretty much use any formula you like as long as it evaluates to either True or False.

If the formula evaluates to True then the condition is satisfied and the formatting will be applied.

If the formula evaluates to False then the formatting is not applied.

In the first drop-down box select "Formula Is"

#### 2. Multiple Condition :

We can include up to three different conditions on any cell or range of cells.

For example your three conditions might be:

- 0) If the number < 0 then shade the cell red.
- 1) If the number = 0 then shade the cell orange.
- 2) If the number > 0 then shade the cell green.

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

**Ans:** To insert a border via the Format Cells dialog, this is what you need to do:

- 1. Select one or more cells to which you'd like to add borders.
- 2. Open the Format Cells dialog box by doing one of the following:

- Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.
- Right click the selected cells and choose Format Cells... from the context menu.
- Press Ctrl+1 shortcut.

3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

4. When done, click OK

### **3. How to Format Numbers as Currency in Excel?**

**Ans:**

1. 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.
2. Choose either Currency or Accounting.

Excel for the web applies the default currency symbol and appropriate decimal places in the cells that you selected.

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

**Ans:**

- On the Home tab > in the Number group > click the icon next to Number to display the Format Cells dialog box.
- In the Format Cells dialog box > in the Category list > click Percentage.
- In the Decimal places box > enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

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

**Ans:** To merge two or more cells, highlight them and then press the following keys at the same time: **ALT H+M+M.**

## 6. How do you use text commands in Excel?

**Ans:**

- **FIND** : The FIND function is used in Excel to locate the position of the required text string within the another available text string

**Syntax: FIND(find\_text, within\_text, [start\_num])**

**find\_text:** It is a required argument. It takes the text user wants to find

**within\_text:** It is a required argument. The text containing the text user wants to find

**start\_num:** It is an optional argument. It specifies the character at which to start the search. By default, it takes the value 1

- **LEFT** : LEFT function in Excel returns the left hand side characters from a text string based on the number of characters specified by the user.

**Syntax: LEFT(text, [num\_chars])**

**text:** It is a required argument. It is the text string that contains the characters user wants to extract

**num\_chars:** It is an optional argument. It specifies the number of characters the user wants to extract from the left side. By default it takes the value 1

- **RIGHT** : RIGHT function in excel returns the right hand side characters from a text string based on the number of characters specified by the user.

**Syntax: RIGHT(text, [num\_chars])**

**text:** It is a required argument. It is the text string that contains the characters user wants to extract

**num\_chars:** It is an optional argument. It specifies the number of characters the user wants to extract from the right side. By default it takes the value 1

- **MID** : MID function in Excel returns the number of characters from a text string based on the starting position and number of characters specified by the user.

**Syntax: MID(text, start\_num, num\_chars)**

- **TRIM** : TRIM function in Excel remove all the extra spaces from the text except for the single spaces between the words. It is used when the text has irregular spacing between words.

**Syntax: TRIM(text)**

- **PROPER** : PROPER function in Excel capitalizes the first letter of each of the words in the string and converts all the other letters of the words to lowercase.

**Syntax: PROPER(text)**

- **SUBSTITUTE** : SUBSTITUTE function in Excel is used to replace the any part of the old text string with the new text string.

**Syntax: SUBSTITUTE (text,old\_text,new\_text,[instance\_num])**

- **UPPER** : UPPER function in excel capitalizes all the letters of each of the words in the string.

**Syntax: UPPER(text)**

- **LOWER** : LOWER function in Excel converts all the letter of each of the words in the string in small letters.

**Syntax: LOWER(text)**

- **REPT** : REPT function in Excel repeats the mentioned text by given number of times. REPT function can be used to fill a cell with a number of instances of a text string.

**Syntax: REPT(text, number\_times)**

- **TEXT**: The syntax for the Excel TEXT function is **TEXT(value, format\_text)**

Where:

Value - the numeric value to be converted to text. It can be a number, date, reference to a cell containing a numeric value or another function that returns a number or date.

Format\_text - the format that you want to apply. It is supplied in the form of a format code enclosed in the quotation marks, e.g. "mm/dd/yy".