Advance Excel Assignment 5

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

**There are 5 types of conditional formatting visualizations available:**

- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Data Bars.
- Icons (which have 4 different image types)
- Values.

Before entering the Conditional Formatting menu, you need to first select the cell(s) that you wish to apply the formatting to.

Next, select the **Conditional Formatting** option from within the 'Styles' group on the **Home** tab of the Excel ribbon. Clicking on this option will cause the Conditional Formatting drop-down menu to be displayed (see right).

This menu allows you to select the type of Excel Conditional Formatting that you want to apply to your cell(s). This can be either:

- **Highlight Cells Rules** - Apply formatting to cells that satisfy a specific condition (e.g. greater than, equal to, Duplicate Values, etc.);
- **Top/Bottom Rules** - Apply formatting to cells that satisfy a statistical condition in relation to other cells in the range (e.g. above average, within top 10%, etc.);
- **Data Bars / Color Scales / Icon Sets** - Apply formatting to all cells in the range, depending on their value in relation to one another;
- **New rule...** - Allows you to specify more complex rules, such as rules that depend on the result of a formula.
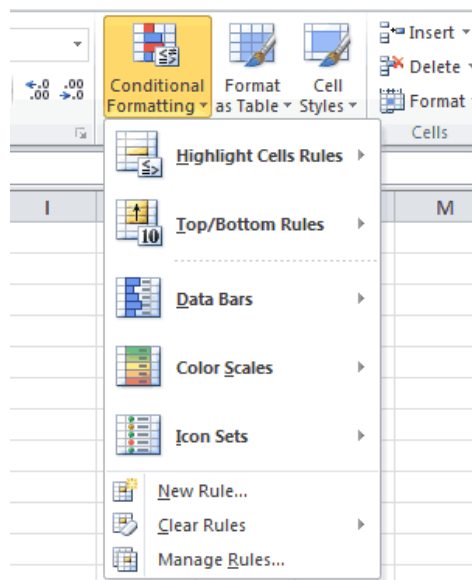
2. How to insert border in Excel with Format Cells dialog?

The *Format Cells* dialog is the most effective method of adding borders in Excel. It gives you easy access to all the settings including the line color and thickness as well as a nice diagram preview.

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:

o Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
o Right click the selected cells and choose *Format Cells...* from the context menu.
o Press Ctrl+1 shortcut.
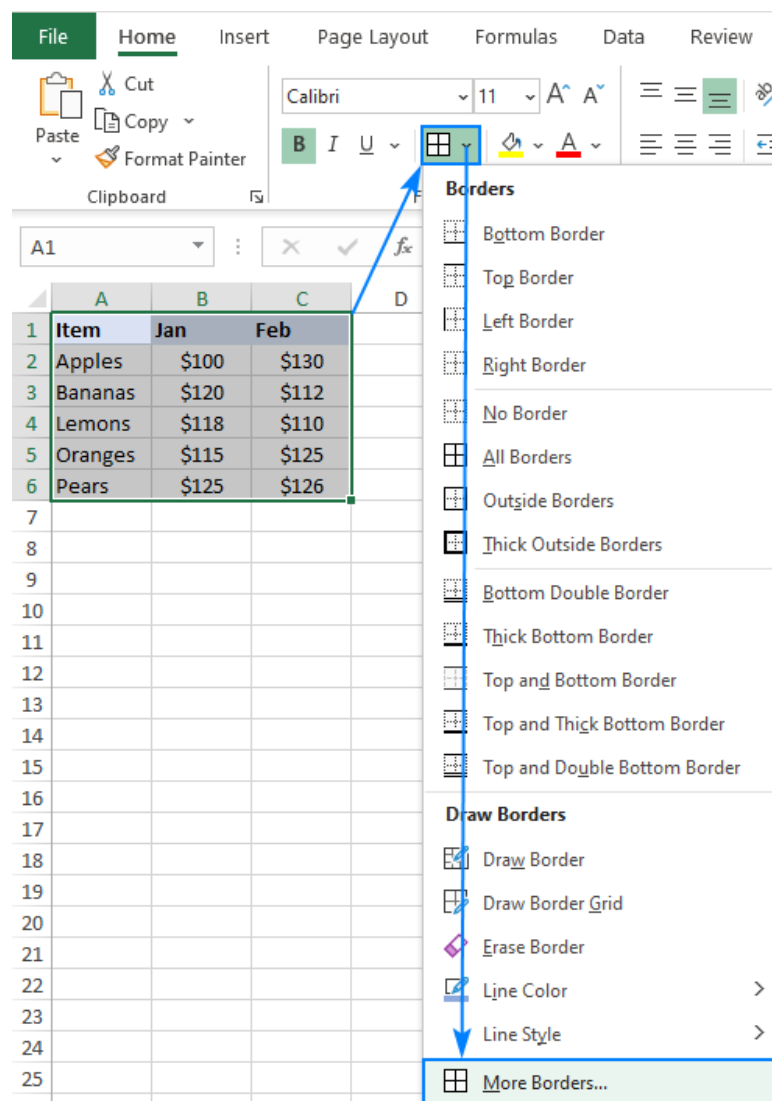
3. In the *Format Cells* dialog box, switch to the **Border** tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct

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.

5.
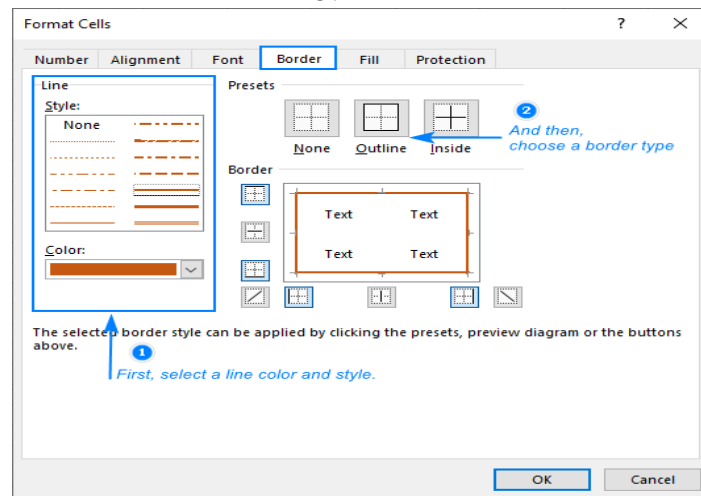
3. How to Format Numbers as Currency in Excel?

You can display a number with the default currency symbol by selecting the cell or range of cells, and then clicking Accounting Number Format $ in the Number group on the Home tab. (If you want to apply the Currency format instead, select the cells, and press Ctrl+Shift+$.)

If you want more control over either format, or you want to change other aspects of formatting for your selection, you can follow these steps.
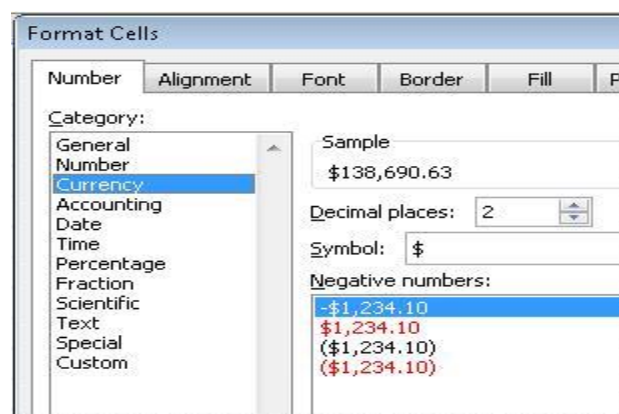
Select the cells you want to format

On the Home tab, click the Dialog Box Launcher next to Number.
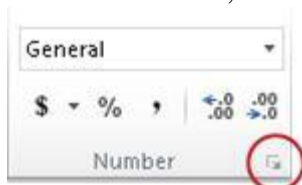
Tip: You can also press Ctrl+1 to open the Format Cells dialog box.

In the Format Cells dialog box, in the Category list, click Currency or Accounting.

In the Symbol box, click the currency symbol that you want.

Note: If you want to display a monetary value without a currency symbol, you can click None.

In the Decimal places box, enter the number of decimal places that you want for the number. For example, to display $138,691 instead of $138,690.63 in the cell, enter 0 in the Decimal places box.

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

To quickly apply percentage formatting to selected cells, click Percent Style in the Number group on the Home tab, or press Ctrl+Shift+%. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.


2.
3. In the Format Cells dialog box, in the Category list, click Percentage.
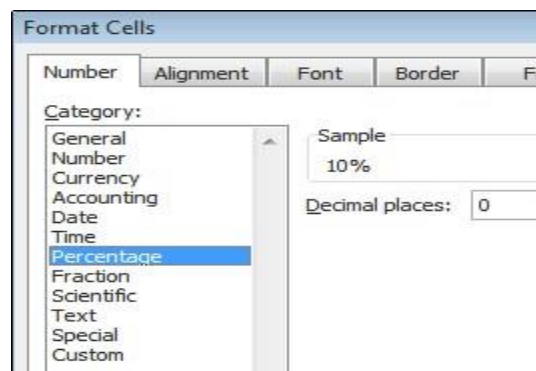
In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

Tips for displaying percentages

- To reset the number format of selected cells, click General in the Category list. Cells that are formatted with the General format have no specific number format.
- If you want negative percentages to stand out—for example, you want them to appear in red—you can create a custom number format (Format Cells dialog box, Number tab, Custom category). The format should resemble the following: 0.00%;[Red]-0.00%. When applied to cells, this format displays positive percentages in the default text color and negative percentages in red. The portion that follows the semicolon represents the format that is applied to a negative value.
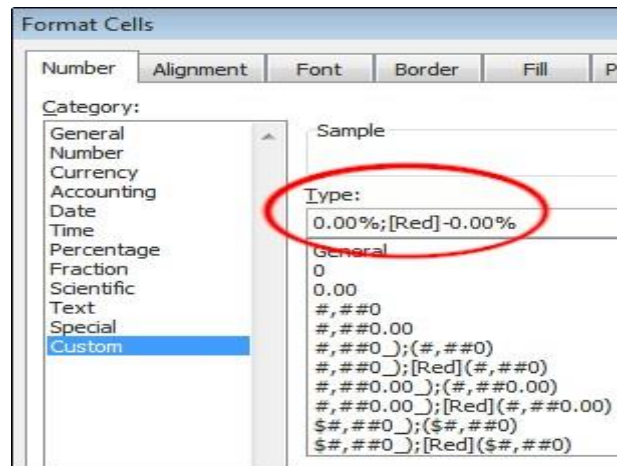
- Similarly, you can display negative percentages in parentheses by creating a custom format that resembles this one: 0.00%_);(0.00%). For more information about how to create custom formats, see Create or delete a custom number format.
- You can also use conditional formatting (Home tab, Styles group, Conditional Formatting) to customize the way negative percentages appear in your workbook. The conditional formatting rule you create should be similar to the one shown in the following example. This particular rule instructs Excel to apply a format (red text) to a cell if the cell value is less than zero. For more information about conditional formatting, see Add, change, find, or clear conditional formats.
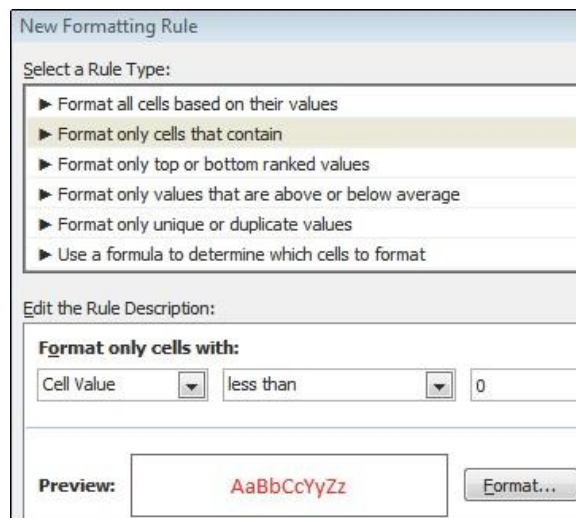
4. What is a shortcut to merge two or more cells in excel?
Here are some shortcuts you can use to merge cells when using a Windows operating system:

1. Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.
2. Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.
3. Merge across cells: To merge across cells in a single row, highlight the cells and use this keyboard shortcut: ALT H+M+C.

4. Unmerge cells: If you need to unmerge a group of cells, you can highlight the merged cell and press the following keys at the same time: ALT H+M+U

5. How do you use text commands in Excel?

The Excel TEXT Function[1] is used to convert numbers to text within a spreadsheet. Essentially, the function will convert a numeric value into a text string. TEXT is available in all versions of Excel.

Formula

=Text(Value, format_text)

Where:

Value is the numerical value that we need to convert to text

Format_text is the format we want to apply

When is the Excel TEXT Function required?

We use the TEXT function in the following circumstances:

1. When we want to display dates in a specified format
2. When we wish to display numbers in a specified format or in a more legible way
3. When we wish to combine numbers with text or characters

Examples

1. Basic example – Excel Text Function

With the following data, I need to convert the data to "d mmmm, yyyy" format. When we insert the text function, the result would look as follows:

2. Using Excel TEXT with other functions

We use the old price and the discount given in cells A5 and B5. The quantity is given in C5. We wish to show some text along with the calculations. We wish to display the information as follows

The final price is $xxx

Where xxx would be the price in $ terms.

For this, we can use the formula:**="The final price is "&TEXT(A5*B5*C5, "$###,###.00")**

The other way to do it by using the CONCATENATE function as shown below:

3. Combining the text given with data using TEXT function

When I use the date formula, I would get the result below:

Now, if we try to combine today's date using CONCATENATE, Excel would give a weird result as shown below:

What happened here was that dates that are stored as numbers by Excel were returned as numbers when the CONCATENATE function is used.

How to fix it?

To fix it, we need to use the Excel TEXT function. The formula to be used would be:

4. Adding zeros before numbers with variable lengths

We all know any zero's added before numbers are automatically removed by Excel. However, if we need to keep those zeros then the TEXT function comes handy. Let's see an example to understand how to use this function.

We are given a 9-digit product code, but Excel removed the zeros before it. We can use TEXT as shown below and convert the product code into a 9-digit number:

B2			fx	=TEXT(A2, "000000000")		
	A		B		C	
1	Product code					
2	1235		000001235			
3	3456		000003456			
4	567890		000567890			
5	234567891		234567891			
6						

In the above formula, we are given the format code containing 9-digit zeros, where the number of zeros is equal to the number of digits we wish to display.

5. Converting telephone numbers to a specific format

If we wish to do the same for telephone numbers, it would involve the use of dashes and parentheses in format codes.

Here, I want to ensure the country code comes in brackets (). Hence the formula used is (##) ### ### ###. The # is the number of digits we wish to use.

B11			fx	=TEXT(A11,"(##) ### ### ###")		
	A		B		C	D
10						
11	61491570110		(61) 491 570 110			
12						
13						
14						

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Format Code

It is quite easy to use TEXT Function in Excel but it works only when the correct format code is provided. Some frequently used format codes include:

Code	Description	Example
# (hash)	It does not display extra zeros	#.# displays a single decimal point. If we input 5.618, it will display 5.6.
0 (zero)	It displays insignificant zeros	#.000 would always display 3 decimals after the number. So if we input 5.68, it will display 5.680.
, (comma)	It is a thousand separator	###,### would put a thousands separator. So if we input 259890, it will display 259,890.

If the Excel TEXT function isn't working

Sometimes, the TEXT function will give an error "#NAME?". This happens when we skip the quotation marks around the format code.

Let's take an example to understand this.

If we input the formula =TEXT(A2, mm-dd-yy). It would give an error because the formula is incorrect and should be written this way: =TEXT(A2,"mm-dd-yy").