Advance Excel Assignment 5

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

Excel provides several types of conditions that you can use for conditional formatting. These conditions allow you to format cells based on specific criteria. The exact options available may vary slightly depending on your version of Excel, as Microsoft occasionally introduces new features and updates. As of Excel 2019 and Excel 365, the common types of conditions include:

1. **Cell Value:**

   - Format cells based on their actual values, such as greater than, less than, equal to, etc.

2. **Formula:**

   - Use a custom formula to determine formatting. You can create complex conditions using Excel formulas.

3. **Color Scales:**

   - Apply a gradient color scale to cells based on their values. For example, you can have a gradient from red to green based on the magnitude of values.

4. **Data Bars:**

   - Add data bars to cells, where the length of the bar corresponds to the cell's value.

5. **Icon Sets:**

   - Use icons (e.g., arrows, traffic lights) to represent the relative value of cells within a range.

6. **Top/Bottom Rules:**

   - Apply formatting to the top or bottom percentage or number of values in a range.

7. **Above Average/Below Average:**

   - Highlight cells that are above or below the average value in a range.

8. **Text that Contains:**

   - Format cells based on whether their text contains specific words or characters.

9. **Duplicates:**

   - Highlight duplicate or unique values in a range.

10. **Blanks/Non-blanks:**

    - Format cells based on whether they are blank or non-blank.

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

To insert borders in Excel using the Format Cells dialog, follow these steps:

1. **Select the Cells or Range:**

   - Click and drag to select the cells or range where you want to insert borders.

2. **Open the Format Cells Dialog:**

   - Right-click on the selected cells and choose "Format Cells" from the context menu.

   - Alternatively, you can use the keyboard shortcut: **Ctrl + 1** (press and hold the Ctrl key and then press the number 1).

3. **Go to the Border Tab:**

   - In the Format Cells dialog box, go to the "Border" tab.

4. **Choose Border Options:**

   - Under the "Presets" section, you can choose predefined border styles like "Outline," "Inside," or "Outside." Click on one of these options to apply the corresponding border.

   - If you want more control, go to the "Line" section, where you can choose the line style, color, and border placement (e.g., left, right, top, bottom).

5. **Apply Borders:**

   - After selecting your border options, click the "Outline" or "Inside" buttons to apply the borders to the selected cells.

6. **Preview:**

   - You can preview how the borders will look in the "Sample" section at the bottom of the Format Cells dialog.

7. **Click OK:**

   - Click "OK" to apply the selected borders and close the Format Cells dialog.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, you can use the following steps:

Keyboard Shortcut:

- If you want to quickly format a cell or range as currency, you can use the keyboard shortcut:

  - **Ctrl + Shift + $** (Press and hold the Ctrl key, then press Shift and $).

Alternative Method:

Basic Steps:

1. **Select the Cells:**

   - Click on the cells or range of cells that you want to format as currency.

2. **Go to the "Home" Tab:**

   - Navigate to the "Home" tab on the Excel ribbon.

3. **Open the Format Cells Dialog:**

   - In the "Number" group, look for the "Number Format" dropdown list. It is usually in the form of a drop-down menu with options like "General," "Number," etc.

   - Click the small arrow next to the Number Format box to open the Format Cells dialog.

4. **Choose Currency Format:**

   - In the Format Cells dialog, go to the "Number" tab.

   - In the Category list, select "Currency."

5. **Specify Options (Optional):**

   - You can choose additional options such as the number of decimal places and whether to use the currency symbol or display negative numbers in red.

6. **Preview:**

   - The sample box in the Format Cells dialog shows you how your selection will look with the chosen currency format.

7. **Click OK:**

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

To format numbers as percentages in Excel, you can use the following steps. The process may vary slightly depending on your version of Excel, but the general steps remain the same:

Keyboard Shortcut:

- If you want to quickly format a cell or range as a percentage, you can use the keyboard shortcut:

   - **Ctrl + Shift + %** (Press and hold the Ctrl key, then press Shift and %).

Alternative Method:

Basic Steps:

1. **Select the Cells:**

   - Click on the cells or range of cells that you want to format as percentages.

2. **Go to the "Home" Tab:**

   - Navigate to the "Home" tab on the Excel ribbon.

3. **Open the Format Cells Dialog:**

   - In the "Number" group, look for the "Number Format" dropdown list. It is usually in the form of a drop-down menu with options like "General," "Number," etc.

   - Click the small arrow next to the Number Format box to open the Format Cells dialog.

4. **Choose Percentage Format:**

   - In the Format Cells dialog, go to the "Number" tab.

   - In the Category list, select "Percentage."

5. **Specify Options (Optional):**

   - You can choose additional options such as the number of decimal places.

6. **Preview:**

   - The sample box in the Format Cells dialog shows you how your selection will look with the chosen percentage format.

7. **Click OK:**

   - Click "OK" to apply the percentage format to the selected cells.

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

To merge two or more cells in Excel, you can use the following keyboard shortcut:

- **Alt + H + M + M:**

  - Press and hold the **Alt** key.

  - While holding **Alt**, press **H**, then release both keys.

  - Press **M**, then release both keys.

  - Press **M** again, and finally, release all keys.

6. How do you use text commands in Excel?

In Excel, text commands, often referred to as text functions or formulas, allow you to manipulate and analyse text data. These functions can be used to extract specific information, combine text from different cells, format text, and perform various other text-related operations. Here are some common text functions in Excel and how to use them:

1. CONCATENATE:

- Combines two or more text strings into one.

2. LEFT:

- Extracts a specified number of characters from the beginning of a text string.

3. RIGHT:

- Extracts a specified number of characters from the end of a text string.

4. LEN:

- Returns the number of characters in a text string.

5. MID:

- Extracts a specified number of characters from a text string, starting at a specified position.

6. SEARCH:

- Finds the position of one text string within another.

7. SUBSTITUTE:

- Substitutes new text for old text in a text string.

These text functions provide powerful tools for working with text data in Excel, allowing you to manipulate, extract, and analyse information within your spreadsheet.