**Advance Excel Assignment 5**

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

Answer: There are 5 types of conditions available in conditional formatting:

* Highlight Cell Rules (Highlights the cell based on desired rule)
* Top/Bottom Rules
* Data Bars (horizontal bars added to each cell, much like a bar graph)
* Color Scales (change the color of each cell based on its value)
* Icons Sets (which have 4 different image types & add a specific icon to each cell based on its value)

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

Answer: Following are the steps to insert border with **Format Cells** dialog in Excel:

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:

a. Click the down arrow next to the **Borders** button, and then click More Borders at the bottom of the drop-down list.

b. Right click the selected cells and choose Format Cells… from the context menu.

c. 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.

1. **How to Format Numbers as Currency in Excel?**

Answer: We can either apply the Currency format or the Accounting format.

Method-1:

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**.

Method-2:

1. Select the cells that you want to format and then, click **Ctrl+1** and the **Format Cells** dialog box appears.

2. From the Numbers tab select either **Currency** or **Accounting**.

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

Answer: Method-1:

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

2. In the **Format Cells** dialog box, in the **Category** list, click **Percentage**.

3. 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.

Method-2: Select the cells to be formatted & click **Percent Style** Button in the **Number** group on the **Home** tab, or press **Ctrl + Shift + %.**

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

Answer: Shortcuts for merging two or more cells in Excel.

Merge & Center: “ALT + H + M + C” merges the selected cells into one and aligns the text in the cell in center.

Merge Across: “ALT + H + M + A” merges the selected cells into one and aligns the text in the cell to the right.

Merge Cells: “ALT + H + M + M” merges the selected cells into one.

1. **How do you use text commands in Excel?**

Answer: The Excel TEXT Function converts numbers to text within a spreadsheet.

Formula :  
=TEXT(Value, format\_text)

Examples of use:

If I want to convert a date 25-05-2022 in cell A1 in text format I’ll use the following syntax “=TEXT(A1,”d mmmm,yyyy”), which will convert the numbers into **25 May,2022**.