Advance Excel Assignment 5

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

Ans=>

1. **Greater Than, Less Than, Equal To, etc.:** Format cells based on their numerical values.
2. **Data Bars.**: This formatting adds horizontal bars.
3. **Color Scales.**: 2-Scale, 3-Scale colors applies color gradient to cells based on their values.
4. **Data Occurring.:** This week, Last Month, Next Quarter.: highlight cells based on their date of occurrence.
5. **Formulas.:** use formulas to determine which cells to Format.
6. **Text Contains.:** Highlight Cell that contain specific text.
7. **Duplicate Values.:** Highlight Cell that contain Duplicate values.
8. How to insert border in Excel with Format Cells dialog?

Ans=>

1. **Select Cells.:**
2. **Open Format Cells Dialog.**
3. **Navigate the Border tab.**
4. **Choose the Border settings.**
5. **Adjust Line Style and Color**
6. **Preview and Apply.**
7. How to Format Numbers as Currency in Excel?

Ans=>

1. **Select Cells.:**
2. **Open Format Cells Dialog.**
3. **Navigate the Number tab.**
4. **Select Currency Category.**
5. **Choose currency format options.**
6. **Preview and Apply.**
7. What are the steps to format numbers in Excel with the Percent style?

Ans=>

1. **Select Cells.:**
2. **Open Format Cells Dialog.**
3. **Navigate the Number tab.**
4. **Select Percentage Category.**
5. **Adjust Decimal Places.**
6. **Preview and Apply.**
7. What is a shortcut to merge two or more cells in excel?

Ans=>Select the Cells that you want to merge then press “Alt + H” then after releasing both the keys press “M”.

1. How do you use text commands in Excel?

Ans=>Syntax for “Text ” command is

**“=TEXT(value, format\_text)”**

**Value.:** the value you are supposed to convert to text.

**Format\_text.:** the format you have to apply to the value.

