

Advance Excel Assignment 5

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

Ans. In Excel, there are several types of conditions available for conditional formatting. The specific types may vary depending on the version of Excel you are using, but here are some common types:

- **Highlight Cell Rules:** These conditions allow you to highlight cells based on specific criteria, such as greater than, less than, between, equal to, text that contains, and more.
- **Top/Bottom Rules:** These conditions highlight the top or bottom values within a range, such as top 10 values, bottom 5 values, above average, below average, and more.
- **Data Bars:** Data bars are visual representations of the values in a range, where longer bars indicate higher values and shorter bars indicate lower values.
- **Color Scales:** Color scales apply different color shades to the cells based on their relative values, allowing you to visualize the distribution of values in a range.
- **Icon Sets:** Icon sets display icons, such as arrows, checkmarks, and flags, based on the values in a range, allowing you to quickly identify trends or conditions.
- **Formula-Based:** This type of conditional formatting allows you to create custom formulas to define the condition for formatting. You can use any Excel formula to determine how cells should be formatted based on specific criteria.

These are some of the common types of conditions available in conditional formatting. The exact options and types may vary depending on the version of Excel you are using.

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

Ans. To insert borders in Excel using the Format Cells dialog, you can follow these steps:

1. Select the cells or range of cells to which you want to apply borders.
2. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can also go to the "Home" tab on the ribbon menu, click on the "Format" button in the "Cells" group, and select "Format Cells" from the drop-down menu.
3. In the "Format Cells" dialog box, go to the "Border" tab.
4. In the "Presets" section, you can choose from various predefined border styles. Select the desired border style by clicking on it.
5. If you want to customize the border style, go to the "Line Style" section. Here, you can choose the line style, thickness, and color for each edge of the selected cells.
6. To apply the selected border style to the cells, click on the "OK" button.

The border style you selected will now be applied to the cells you have chosen. You can use the Format Cells dialog to add different border styles, such as outside borders, inside borders, or specific border combinations based on your requirements.

3. How to Format Numbers as Currency in Excel?

Ans. To format numbers as currency in Excel, you can follow these steps:

1. Select the cells or range of cells that you want to format as currency.
2. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can also go to the "Home" tab on the ribbon menu, click on the "Format" button in the "Cells" group, and select "Format Cells" from the drop-down menu.
3. In the "Format Cells" dialog box, go to the "Number" tab.
4. In the "Category" list on the left side, select "Currency".
5. Choose the desired currency symbol from the "Symbol" dropdown menu. You can select from various currency symbols available, or you can choose a custom symbol.
6. Set the number of decimal places you want to display by adjusting the "Decimal places" value. You can increase or decrease the number as needed.
7. Optionally, you can choose additional formatting options such as negative numbers in red or adding a thousands separator by using the checkboxes and options provided.
8. Click on the "OK" button to apply the currency formatting to the selected cells.

The numbers in the selected cells will now be formatted as currency based on the settings you specified. They will display the chosen currency symbol, the appropriate number of decimal places, and any additional formatting options you selected.

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

Ans. To format numbers in Excel with the Percent style, you can follow these steps:

1. Select the cells or range of cells that you want to format as percentages.
2. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can also go to the "Home" tab on the ribbon menu, click on the "Format" button in the "Cells" group, and select "Format Cells" from the drop-down menu.
3. In the "Format Cells" dialog box, go to the "Number" tab.
4. In the "Category" list on the left side, select "Percentage".
5. By default, the "Percentage" format multiplies the value by 100 and displays it with a percent symbol (%). If you want to change the number of decimal places, adjust the "Decimal places" value. You can increase or decrease the number as needed.
6. Optionally, you can choose additional formatting options such as negative numbers in red or adding a thousands separator by using the checkboxes and options provided.
7. Click on the "OK" button to apply the percent formatting to the selected cells.

The numbers in the selected cells will now be formatted as percentages based on the settings you specified. They will display the value multiplied by 100, with the appropriate number of decimal places, and any additional formatting options you selected.

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

Ans. The shortcut to merge two or more cells in Excel is as follows:

1. Select the cells you want to merge.
2. Press and hold the "Alt" key on your keyboard.
3. While holding the "Alt" key, press the "H" key, then the "M" key, and finally the "M" key again (Alt+H+M+M).
4. Release the "Alt" key.

The selected cells will now be merged into a single cell, with the content from the upper-leftmost cell retained. The merged cell will span across the original cells, creating a larger cell. Keep in mind that merging cells can affect the structure and functionality of the worksheet, so use it with caution

6. How do you use text commands in Excel?

Ans. In Excel, you can use text commands in various ways to manipulate and analyze text data. Here are a few common methods of using text commands in Excel:

- Concatenate: The CONCATENATE function allows you to combine multiple text strings into a single cell. For example, if you have text in cells A1 and B1, you can use the formula =CONCATENATE(A1, B1) or the shorthand =A1 & B1 to merge the text into one cell.
- Left, Right, and Mid: These functions allow you to extract a specific number of characters from the left, right, or middle of a text string, respectively. For example, =LEFT(A1, 5) will return the first five characters of the text in cell A1.
- LEN: The LEN function calculates the length of a text string. For instance, =LEN(A1) will return the number of characters in the text in cell A1.
- UPPER, LOWER, and PROPER: These functions are used for changing the case of text. UPPER converts text to uppercase, LOWER converts text to lowercase, and PROPER capitalizes the first letter of each word in a text string.
- FIND and SEARCH: These functions are used to find the position of a specific text within another text string. FIND is case-sensitive, while SEARCH is case-insensitive. For example, =FIND("apple", A1) will return the starting position of the word "apple" within the text in cell A1.
- SUBSTITUTE: The SUBSTITUTE function replaces occurrences of a specified text within a text string with a new text. For example, =SUBSTITUTE(A1, "old", "new") will replace all instances of "old" with "new" in the text in cell A1.

These are just a few examples of text commands in Excel. There are many more text functions and commands available that can help you manipulate and analyze text data in various ways.