

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

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

- i. Select one or more cells to which you'd like to add borders.
- ii. Open the Format Cells dialog box by doing one of the following: ...
- iii. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...
- iv. When done, click OK.

3. How to Format Numbers as Currency in Excel?

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

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

- i. Click on the "Number" tab in the "Format Cells" dialog box after it opens.
- ii. Select "Percentage" from the "Category:" list on the left side of the dialog box.
- iii. Choose how many decimal points you want to include and click "OK" to convert all of the numbers in your selected cell range to percentages

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

Merge Cells: **ALT H+M+M.**

Merge & Centre: ALT H+M+C.

Merge Across: ALT H+M+A.

Unmerge Cells: ALT H+M+U

6. How do you use text commands in Excel?

Select the column, or range where you'll be putting the values.

Then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.

Now Excel will keep your leading 0's. If you've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back.