

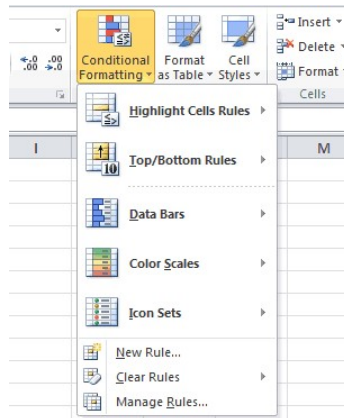
Advance Excel Assignment 5

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

Ans) The types of conditions available in conditional formatting on Excel are as follows:

- **Highlight Cells Rules** - Apply formatting to cells that satisfy a specific condition (e.g. greater than, equal to, Duplicate Values, etc.);
- **Top/Bottom Rules** - Apply formatting to cells that satisfy a statistical condition in relation to other cells in the range (e.g. above average, within top 10%, etc.);
- **Data Bars / Color Scales / Icon Sets** - Apply formatting to all cells in the range, depending on their value in relation to one another;
- **New rule...** - Allows us to specify more complex rules, such as rules that depend on the result of a formula.

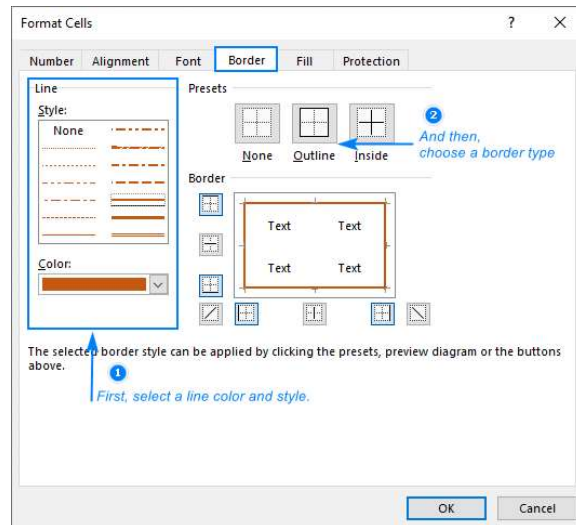


2. How to insert border in Excel with Format Cells dialog?

Ans) The *Format Cells* dialog is the most effective method of adding borders in Excel. It gives us easy access to all the settings including the line color and thickness as well as a nice diagram preview.

Following are the steps to insert a border via the *Format Cells* dialog:

- Select one or more cells to which we'd like to add borders.
- Open the *Format Cells* dialog box by pressing Ctrl+1.
- 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.
- When done, click OK.



3. How to Format Numbers as Currency in Excel?

Ans)

Step 1: Select the range of cells that we want to Format.

Step 2: Go to **Home tab >> Number group >>** Click on the down arrow in the **Number Format box**.

Step 3: Now, Click on the **Currency** option from the given list.

We will see that the **currency symbol (₹)** has appeared just before the first digit in the cell and the decimal points are aligned.

- **Shortcut key** for formatting numbers as currency is [Ctrl+Shift+4](#).

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

Ans) To apply the percentage number format to a number, first select the number(s), then use any of these methods:

- Use the keyboard shortcut [Control + Shift + Enter](#)
- Select "Percentage" from the dropdown on the home tab of the ribbon
- Click the % button in the Number section on the home tab of the ribbon
- [Control + 1](#) > Number > Percentage

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

Ans) a) Select the number of cells we want to merge.

b) Now press the shortcut key **ALT + H + M + M**.

6. How do you use text commands in Excel?

Ans) TEXT function is used to convert a value to text in a specific number format.

- Syntax: =TEXT(value, format_text)

Where,

- **Value** is the numerical value that we need to convert to text
- **Format_text** is the format we want to apply

TEXT function is basically used to modify a date format in Excel. In the first argument, we have to input the date value or the cell reference of a date. Then we can define a proper date format by our own customization.

B1 X ✓ fx =TEXT(A1,"d mmmm, yyyy")					
	A	B	C	D	E
1	26-11-2022	26 November, 2022			
2					