Advance Excel Assignment 5

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

   There are several types of conditions available in conditional formatting on Excel. The most commonly used conditions include:

   - ➢ **Cell Value** - where you can format cells based on the specific value or range of values they contain.
   - ➢ **Formula** - where you can format cells based on the results of a formula or expression.
   - ➢ **Top/Bottom Rules** - where you can format cells based on the highest or lowest values in a range of cells.
   - ➢ **Data Bars** - where you can format cells with a horizontal bar, whose length corresponds to the cell value.
   - ➢ **Color Scales** - where you can format cells with a color gradient that corresponds to the cell value.
   - ➢ **Icon Sets** - where you can format cells with a set of icons that correspond to the cell value.
   - ➢ **Text** - where you can format cells based on their text content.

   These types of conditions allow you to customize the appearance of cells based on their values or contents, making it easier to analyze and interpret the data in your worksheet.

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

   Here are the steps to insert borders in Excel with the Format Cells dialog:

   - ➢ Select the cells that you want to add borders to.
   - ➢ Right-click on the selected cells and choose "Format Cells" from the drop-down menu.
   - ➢ In the Format Cells dialog box, select the "Border" tab.
   - ➢ Choose the type of border you want to apply to the cells. For example, you can select a solid line or a dashed line.
   - ➢ Select the location of the border. You can apply the border to the top, bottom, left, and/or right sides of the cells.
   - ➢ Use the "Color" and "Style" options to customize the appearance of the border.
   - ➢ Preview the border in the "Preview" section of the dialog box.
   - ➢ Click "OK" to apply the border to the selected cells.

   Once you've applied the border, it will appear around the edges of the selected cells. You can also use this method to remove borders from cells or to apply different border styles to different cells in your worksheet.

3. How to Format Numbers as Currency in Excel?

Here are the steps to format numbers as currency in Excel:

- ➢ Select the cell(s) that you want to format as currency.
- ➢ Right-click on the selected cell(s) and choose "Format Cells" from the drop-down menu.
- ➢ In the Format Cells dialog box, select the "Number" tab.
- ➢ In the "Category" list, select "Currency".
- ➢ In the "Symbol" dropdown list, select the desired currency symbol.
- ➢ Set the number of decimal places that you want to display. For example, you may choose to display two decimal places.
- ➢ If desired, you can also choose a negative number format and a custom format for your currency.
- ➢ Preview your changes in the "Sample" section of the dialog box.
- ➢ Click "OK" to apply the currency format to the selected cell(s).

After you've applied the currency format, the selected cell(s) will display with the chosen currency symbol and number of decimal places. You can use this method to format any number as currency in Excel, including whole numbers, decimal numbers, and calculated values.

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

Here are the steps to format numbers in Excel with the Percent style:

- ➢ Select the cell(s) that you want to format as a percentage.
- ➢ Right-click on the selected cell(s) and choose "Format Cells" from the drop-down menu.
- ➢ In the Format Cells dialog box, select the "Number" tab.
- ➢ In the "Category" list, select "Percentage".
- ➢ In the "Decimal Places" box, enter the number of decimal places you want to display.
- ➢ If desired, choose a negative number format and/or a custom format for your percentages.
- ➢ Preview your changes in the "Sample" section of the dialog box.
- ➢ Click "OK" to apply the percentage format to the selected cell(s).

After you've applied the percentage format, the selected cell(s) will display the value as a percentage, with the specified number of decimal places. For example, if you enter the value "0.5" and format it as a percentage with one decimal place, it will display as "50.0%". You can use this method to format any value in Excel as a percentage, including whole numbers, decimal numbers, and calculated values.

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

The shortcut to merge two or more cells in Excel is:

➢ Select the cells that you want to merge.
➢ Press the "Alt" key on your keyboard.
➢ While holding down the "Alt" key, press "H" to activate the "Home" tab.
➢ Release the "Alt" key.
➢ Press "M" to select the "Merge & Center" command.
➢ Press "Enter" to confirm the command and merge the selected cells.

Alternatively, you can directly press the following keys:
➢ Merge Cells: ALT+H+M+M.
➢ Cancel Cells: ALT+H+M+U.
➢ Merge Across: ALT+H+M+A.
➢ Merge & Center: ALT+H+M+U.

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

In Excel, you can use various text commands or functions to manipulate text in cells. Here are some examples of commonly used text commands in Excel:

➢ **CONCATENATE**: This function allows you to combine two or more text strings into one. For example, if you have two cells with the text "John" and "Doe", you can use the CONCATENATE function to combine them into one cell with the text "JohnDoe".
➢ **LEFT/RIGHT/MID**: These functions allow you to extract a specific number of characters from the left, right, or middle of a text string. For example, if you have a cell with the text "123 Main Street", you can use the RIGHT function to extract the last 5 characters ("treet").
➢ **LEN**: This function allows you to determine the length of a text string in a cell. For example, if you have a cell with the text "Hello", you can use the LEN function to determine that it contains 5 characters.
➢ **FIND**: This function allows you to find the position of a specific character or text string within a larger text string. For example, if you have a cell with the text "John Doe", you can use the FIND function to determine the position of the space character, which is the separator between the first and last names.

To use these text commands in Excel, you can type them directly into a cell and include any required arguments (such as the text strings or characters you want to manipulate). Alternatively, you can use the Function Wizard or formula bar to insert the text command and specify the necessary arguments.