Advance Excel Assignment 5

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

* Highlight Cells Rules likeGreater Than, Text that Contains, Blanks
* Top/Bottom Rules like Top 10%, Above Average
* Data Bars
* Color Scales such as two-color, three-color
* Icon Sets
* Unique or Duplicate Value highlighting
* Custom formula based rules

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

* Select one or more cells.
* Open Format Cells with Ctrl + 1, or right‑click > Format Cells, or Home > Borders dropdown > More Border,
* In the Border tab, choose line Style, Color, and apply presets or individually click sides/inside.

Click OK.

1. How to Format Numbers as Currency in Excel?

* Select cells.
* On the Home tab > Number group, click the Currency symbol ("$") dropdown.
* Choose Currency format, select decimal places, symbol, and negative number style.
* Or we can further Go to Home > Number group dropdown > More Number Formats, then select Currency tab

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

* Select the range.
* Home > Number group >click the % icon.
* Optionally, adjust decimal places using the Increase/Decrease Decimal buttons next to the % icon.
* Or go into More Number Formats for custom percent options.

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

* Select two or more adjacent cells, then press Alt + H, M, C

1. How do you use text commands in Excel?

* Use TEXT to format numbers, dates, and percentages as readable strings.
* Use LEFT/MID/RIGHT + FIND/LEN to extract specific parts of text.
* Use CONCAT, TEXTJOIN, or '&' to build full sentences or combined strings.
* Use SUBSTITUTE, REPLACE, TRIM to tidy and transform text entries.