

Advance Excel Assignment 5

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

A. Conditional formatting presets

They are grouped into **three categories** Data Bars are horizontal bars added to each cell, much like a bar graph. Color Scales change the color of each cell based on its value. Each color scale uses a two- or three-color gradient.

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

A. Select one or more cells to which you'd like to add borders.

1. Open the Format Cells dialog box by doing one of the following: ...
2. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...
3. When done, click OK.

3. How to Format Numbers as Currency in Excel?

A. **Format numbers as currency in Excel for the web**

1. Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box.
2. Choose either Currency or Accounting.

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

A. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage. In the Decimal places box, enter the number of decimal places that you want to display.

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

A. Excel Shortcuts for Windows

1. Merge Cells: ALT H+M+M.
2. Merge & Center: ALT H+M+C.
3. Merge Across: ALT H+M+A.
4. Unmerge Cells: ALT H+M+U.

6.How do you use text commands in Excel?

1. **A.** Len () Len function in Excel helps you to know the length of a string that is number of characters in a string. ...
2. Mid () Mid function in Excel is used to extract the characters from the middle of a string. ...
3. Find () ...
4. Proper () ...
5. Rept () ...
6. Trim() ...
7. Upper() ...
8. Substitute ()

