

Advance Excel Assignment 5

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

Ans - There are 5 types of conditional formatting visualizations available:

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

Ans- Select a cell or a range of cells to which you want to add borders. On the *Home* tab, in the *Font* group, click the down arrow next to the **Borders** button, and you will see a list of the most popular border types. Click the border you want to apply, and it will be immediately added to the selected cells.

3. How to Format Numbers as Currency in Excel?

Ans- 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. Choose either Currency or Accounting.

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

Ans- 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.

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

Ans- To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.

6. How do you use text commands in Excel?

Ans- The AND Function in excel is a logical function that tests multiple conditions and returns “true” or “false” depending on whether they are met or not. The formula of AND function is “=AND(logical1,[logical2]...)”, where “logical1” is the first condition to evaluate.