

ASSIGNMENT-05

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

Solⁿ. There are 5 types of formatting present in conditional formatting:

1.Highlight cells rules: Compares the values less than, greater than, between, equals, duplicates, text that contains, dates occurring values, etc.

2.Top/Bottom rules: Compares the values in top 10, Above 10%, Below 10, Below 10%, Above Average, etc.

3.Data Bars: Compares the values as visual effect on cells i.e., longer filled bar in cells for large values and shorter for small values.

4.Color Scales: Compares the values and applies the colour coded bars for selected ranges as per higher and lower values.

5.Icon sets: Compares the values and applies certain set of icons like directions, shapes, ratings and indicators.

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

Solⁿ. Go to format cells dialog box (Ctrl+1) > Border tab > Select desired border structure and size of the border > Apply by clicking on the cell structure available in format cell window > OK.

3. How to Format Numbers as Currency in Excel?

Solⁿ. Go to the format cell dialog box > Number tab > Select desired category (i.e., currency one) and set the decimal point and format for negative numbers > OK.

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

Solⁿ. Go to format cell dialog box > Number tab > Select Percentage category and decimal places > OK.

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

Solⁿ. Select the cells to be merge and press "Alt" + "H" + "M" + "M".

6. How do you use text commands in Excel?

Solⁿ. Text command in the excel convert the cells format to the desired one. In format cell dialog we can see text option under Number section, which is use to convert the number to text format. While on the other hand we can also use TEXT () function which takes two arguments to covert the formatting of desired cell to the desired format.