**Advance Excel Assignment 5**

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

=>

There are 6 types of conditions available in conditional formatting on Excel:

* **Highlight cells rules**: This type of conditional formatting allows you to highlight cells that meet a specific condition. For example, you can highlight cells that are greater than a certain value, or cells that contain a specific text string.
* **Data bars**: This type of conditional formatting adds a colored bar to each cell that indicates its value relative to other cells in the range. For example, cells with high values will have a green bar, cells with low values will have a red bar, and cells with average values will have a yellow bar.
* **Color scales**: This type of conditional formatting is similar to data bars, but it uses a gradient of colors to indicate the value of each cell. For example, cells with high values will be colored green, cells with low values will be colored red, and cells with average values will be colored yellow.
* **Icon sets**: This type of conditional formatting displays a set of icons next to each cell to indicate its value. For example, you can use icon sets to show whether cells are above or below a certain value, or whether cells are in a specific range of values.
* **Top/bottom rules**: This type of conditional formatting highlights the top or bottom x% of cells in a range. For example, you can highlight the top 10% of cells in a range, or the bottom 20% of cells in a range.
* **Equal to rules**: This type of conditional formatting highlights cells that are equal to a specific value. For example, you can highlight all cells that are equal to 100, or all cells that are equal to "John Smith".

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

=> To insert a border in Excel with the Format Cells dialog, follow these steps:

* Select the cells you want to add a border to.
* On the Home tab, in the Font group, click the Format button.
* In the Format Cells dialog box, click the Border tab.
* Select the line style, color, and width you want for the border.
* Select the location of the border in the Presets or Border section.
* Click OK.

1. **How to Format Numbers as Currency in Excel?**

=> There are two ways to format numbers as currency in Excel:

**1. Using the Format Cells dialog box:**

* Select the cells you want to format as currency.
* On the Home tab, in the Number group, click the Format button.
* In the Format Cells dialog box, click the Number tab.
* In the Category list, select Currency.
* In the Symbol box, select the currency symbol you want to use.
* In the Decimal places box, enter the number of decimal places you want to use.
* Click OK.

**2. Using the Currency button:**

* Select the cells you want to format as currency.
* On the Home tab, in the Number group, click the Currency button.

1. **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 cells you want to format as a percentage.
* On the Home tab, in the Number group, click the Format button.
* In the Format Cells dialog box, click the Number tab.
* In the Category list, select Percent.
* In the Decimal places box, enter the number of decimal places you want to use.
* Click OK.

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

=> The keyboard shortcut to merge two or more cells in Excel is Alt + H + M + M.

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

=> The steps to use text command in excel are:

1. Select a cell: Click on the cell where you want to apply the text command or where you want the result to appear.

2. Start typing the function: Begin typing the text command or function in the formula bar preceded by an equal sign (=). Excel will display suggestions as you type, which can help you find the right function.

3. Choose the function from the suggestions (optional): If Excel shows the function you want as a suggestion, you can click on it to insert the complete function name into the formula bar. Otherwise, you can continue typing the function manually.

4. Enter the arguments: After typing the function name, open parentheses "(" to enter the required arguments. The arguments are the data or references that the function will work on. Some text functions may have optional arguments.

5. Close parentheses: After entering the arguments, close the parentheses ")".

6. Press Enter: Once you have entered the complete function with its arguments, press Enter. Excel will calculate the result or apply the text manipulation as per the function's definition.

