**Advance Excel Assignment 5**

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

The common types of conditions that are available in conditional formatting.

* 1. Cell Value: You can format cells based on their specific values, such as greater than, less than, equal to, between, etc.
  2. Formula: You can use a formula to define the condition for formatting. This allows for more complex conditions based on calculations or logical expressions.
  3. Data Bars: Data bars provide a visual representation of the value within a cell, with longer bars indicating higher values.
  4. Colour Scales: Colour scales apply a gradient of colours to cells based on their relative values, allowing for quick visual comparisons.
  5. Icon Sets: Icon sets include predefined icons that represent different values or conditions, such as arrows indicating up or down trends, traffic lights for status, etc.
  6. Top/Bottom Rules: You can apply formatting to highlight the top or bottom values within a range, such as top 10 values, above average, etc.
  7. Text Contains: You can format cells based on whether they contain specific text or specific text patterns.
  8. Unique/Duplicate Values: You can highlight or format cells that contain unique or duplicate values within a range.

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

To insert borders in Excel using the Format Cells dialog:

* 1. Select the range of cells where you want to insert the border.
  2. Right click on selected cells and select format cells.
  3. Go to border -> select inside and outside borders.
  4. Check the preview and click on ok button.

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

To format numbers as currency in excel as follows:

* 1. Select the range of cells where you want to insert the currency symbol.
  2. Right click on selected cells and select format cells.
  3. Go to number > select the currency.
  4. Click on ok button and we can view the currency symbol on the selected cells.

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

To format numbers as percent style in excel as follows:

* 1. Select the range of cells where you want to insert the percent symbol.
  2. Right click on selected cells and select format cells.
  3. Go to number > select the percent.
  4. Click on ok button and we can view the percent symbol on the selected cells.

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

The shortcut to merge two or more cells in Excel is as follows:

* Select the cells that you want to merge, then press Alt + H, followed by M, and finally, press Enter.

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

Here are a few common text commands and how to use them:

* 1. CONCATENATE: The CONCATENATE function allows you to combine multiple text strings into one. You can use it as follows:

Syntax: =CONCATENATE (text1, text2, ...)

Example: =CONCATENATE ("Hello", " ", "world!") will result in "Hello world!".

* 1. LEFT: The LEFT function allows you to extract a specified number of characters from the left side of a text string. You can use it as follows:

Syntax: =LEFT (text, num\_chars)

Example: =LEFT ("Excel", 3) will result in "Exc".

* 1. RIGHT: The RIGHT function allows you to extract a specified number of characters from the right side of a text string. You can use it as follows:

Syntax: =RIGHT (text, num\_chars)

Example: =RIGHT ("Excel", 2) will result in "el".

* 1. MID: The MID function allows you to extract a specified number of characters from any position within a text string. You can use it as follows:

Syntax: =MID (text, start\_num, num\_chars)

Example: =MID ("Hello world!", 7, 5) will result in "world".

* 1. LEN: The LEN function allows you to determine the length (number of characters) of a text string. You can use it as follows:

Syntax: =LEN (text)

Example: =LEN("Excel") will result in 5.

* 1. UPPER/LOWER/PROPER: These functions allow you to convert text to uppercase, lowercase, or capitalize the first letter of each word in a text string, respectively. You can use them as follows:

Syntax: =UPPER (text), =LOWER (text), =PROPER (text)

Example: =UPPER("excel") will result in "EXCEL".