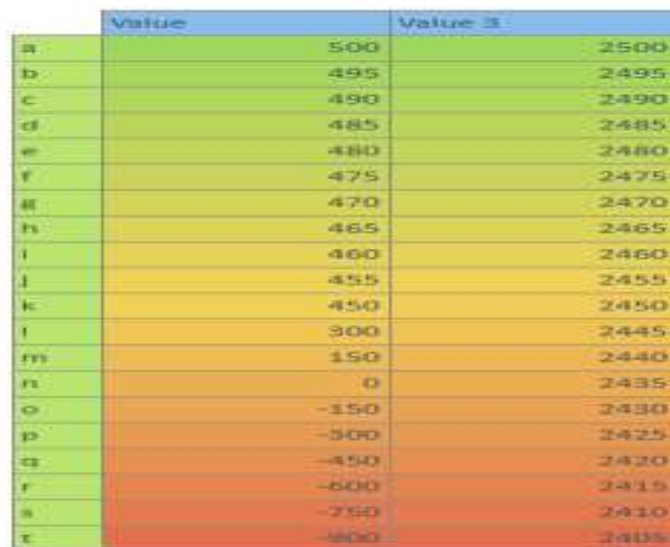


# Advance Excel Assignment 5

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

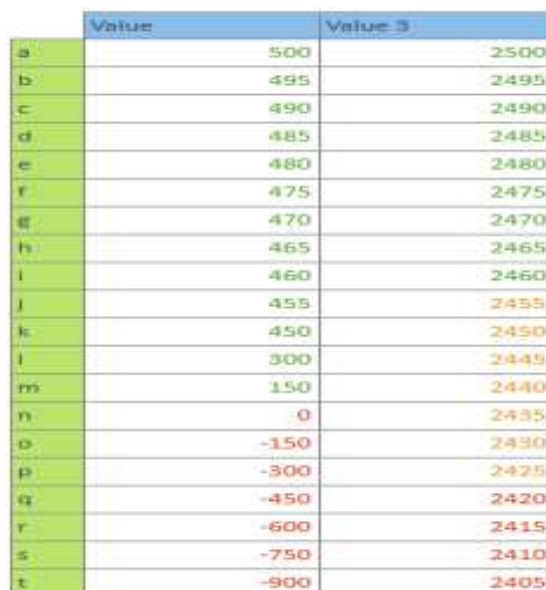
There are 5 types of conditional formatting visualizations available

- **Background Shading**

An Excel table with two columns, 'Value' and 'Value 3', and 20 rows labeled 'a' through 't'. The 'Value' column contains a decreasing sequence from 500 to -900, and the 'Value 3' column contains a decreasing sequence from 2500 to 2405. The background of the cells is shaded with a color gradient: green for positive values and yellow/orange for negative values, with the color becoming darker as the values decrease.

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
h	465	2465
i	460	2460
j	455	2455
k	450	2450
l	300	2445
m	150	2440
n	0	2435
o	-150	2430
p	-300	2425
q	-450	2420
r	-600	2415
s	-750	2410
t	-900	2405

- **Foreground Shading**

An Excel table with two columns, 'Value' and 'Value 3', and 20 rows labeled 'a' through 't'. The 'Value' column contains a decreasing sequence from 500 to -900, and the 'Value 3' column contains a decreasing sequence from 2500 to 2405. The background of the cells is white. The text in the 'Value' column is colored: green for positive values and red for negative values, with the color becoming darker as the values decrease.

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
h	465	2465
i	460	2460
j	455	2455
k	450	2450
l	300	2445
m	150	2440
n	0	2435
o	-150	2430
p	-300	2425
q	-450	2420
r	-600	2415
s	-750	2410
t	-900	2405

- Databars

	Value	Value 3
a	500	2500
b	495	2495
c	490	2490
d	485	2485
e	480	2480
f	475	2475
g	470	2470
u	465	2465
h	460	2460
i	455	2455
j	450	2450
k	300	2300
l	150	2150
m	0	2000
n	-150	1850
o	-300	1700
p	-450	1550
q	-600	1400
r	-750	1250
s	-900	1100
t	-1050	950

- Icons (4 types)

	Value	Value 3	Value2	Value 4
a	500	2500	1	3,001
b	495	2495	2	2,992
c	490	2490	3	2,983
d	485	2485	4	2,974
e	480	2480	5	2,965
f	475	2475	6	2,956
g	470	2470	7	2,947
u	465	2465	3000	5,930
h	460	2460	8	2,928
i	455	2455	9	2,919
j	450	2450	10	2,910
k	300	2300	20	2,620
l	150	2150	30	2,330
m	0	2000	40	2,040
n	-150	1850	50	1,750
o	-300	1700	60	1,460
p	-450	1550	70	1,170
q	-600	1400	80	880
r	-750	1250	90	590
s	-900	1100	1000	1,200
t	-1050	950	2000	1,900

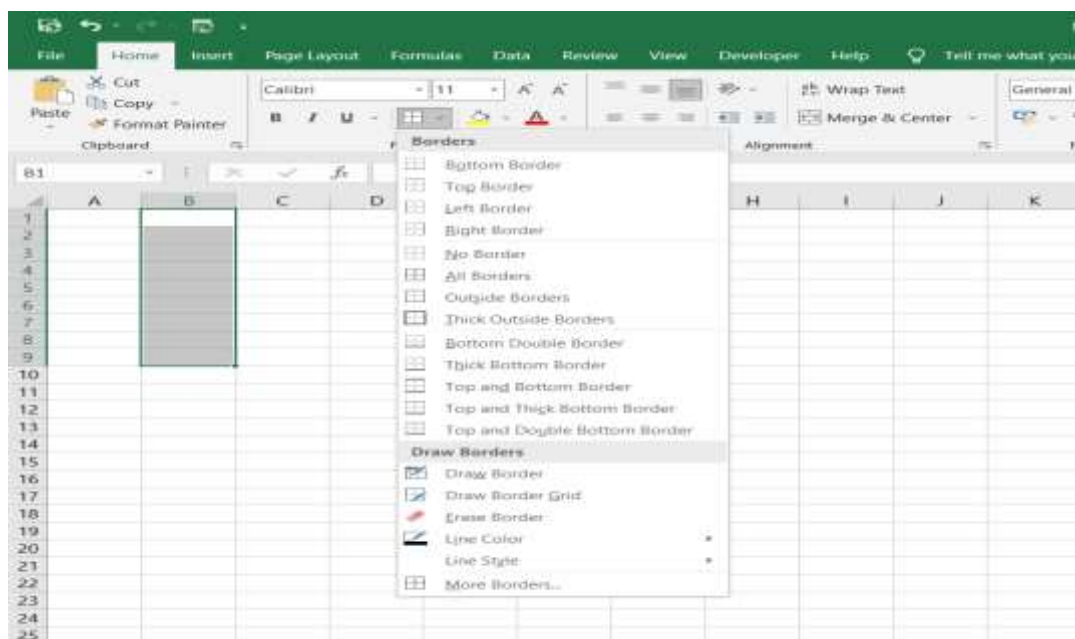
- Values

	Value		Value 3	
a	500	19.8%	2500	5.1%
b	495	19.6%	2495	5.1%
c	490	19.4%	2490	5.1%
d	485	19.2%	2485	5.1%
e	480	19%	2480	5.1%
f	475	18.8%	2475	5%
g	470	18.6%	2470	5%
h	465	18.4%	2465	5%
i	460	18.2%	2460	5%
j	455	18%	2455	5%
k	450	17.8%	2450	5%
l	300	11.9%	2445	5%
m	150	5.9%	2440	5%
n	0	0%	2435	5%
o	-150	-5.9%	2430	5%
p	-300	-11.9%	2425	4.9%
q	-450	-17.8%	2420	4.9%
r	-600	-23.8%	2415	4.9%
s	-750	-29.7%	2410	4.9%
t	-900	-35.6%	2405	4.9%

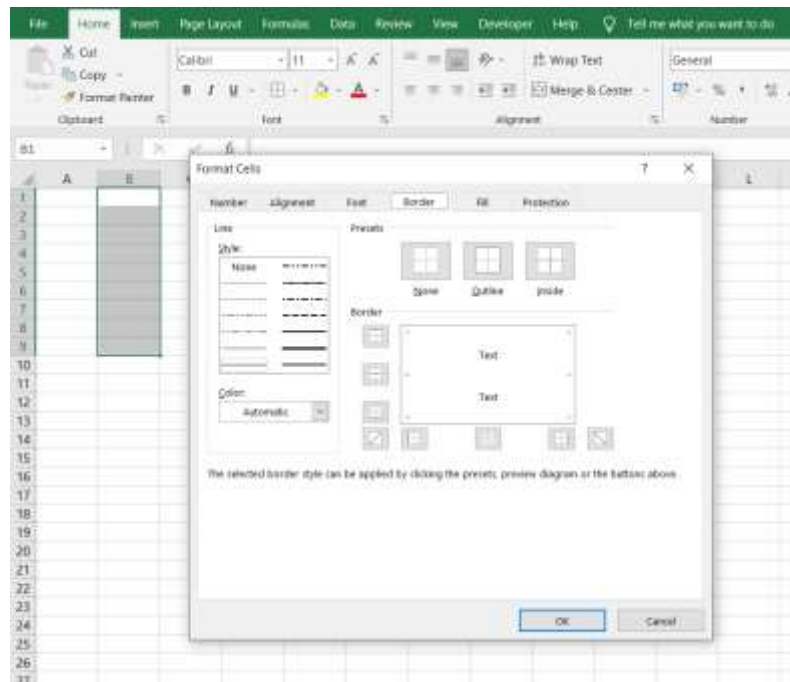
## 2. How to insert border in Excel with Format Cells dialog?

Steps to insert border in Excel with Format Cells dialog

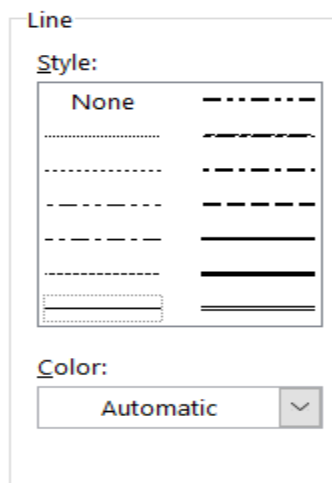
- Select a cell or a range.
- Click the home tab.
- Click the borders button arrow and then click more borders.



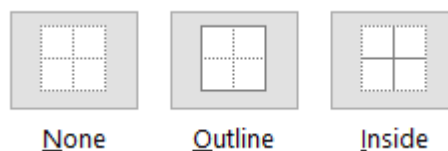
- d. The format cell dialog box opens, select the border tab.

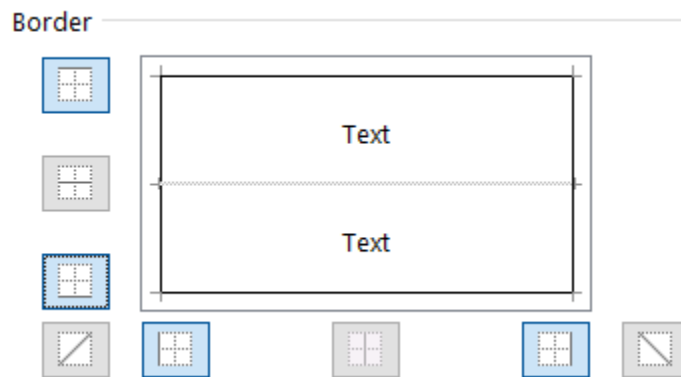


- e. Select a line style.  
f. Click the colour list and select the colour for the border.

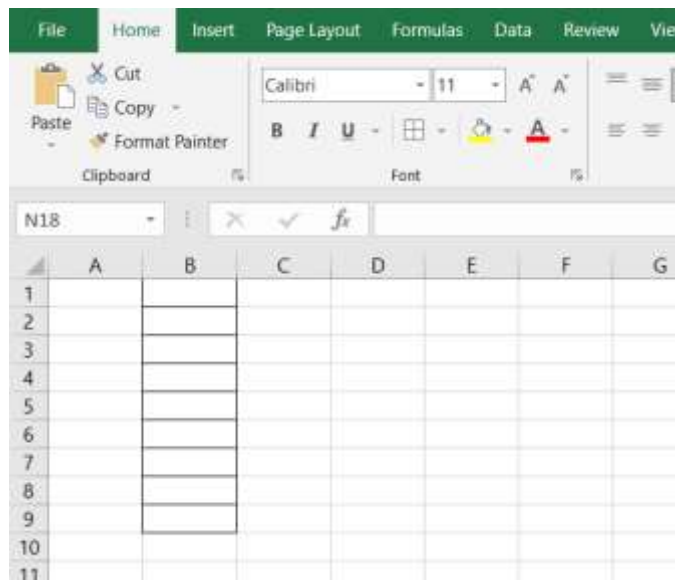


- g. If we want a border on the outline of the cell range, **click outline**.  
h. If we want a border between cells, **click inside**  
i. If we want to remove the border, **click none**.





- k. Click OK.

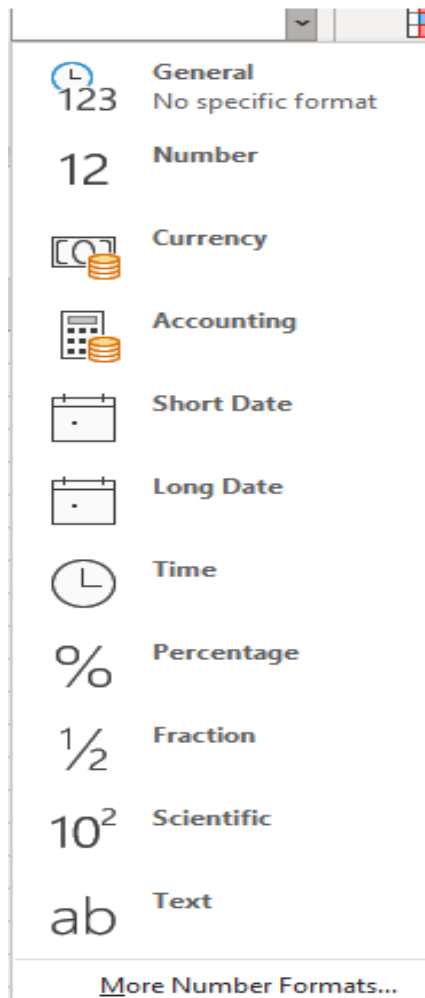


### 3. How to Format Numbers as Currency in Excel?


To show numbers as currency, you can apply either the Currency format or the accounting format.

### STEPS:

- Select the cells that we want to format and then, in the numbers group on the home tab, click the down arrow in the number format box.
- Choose either Currency or Accounting.



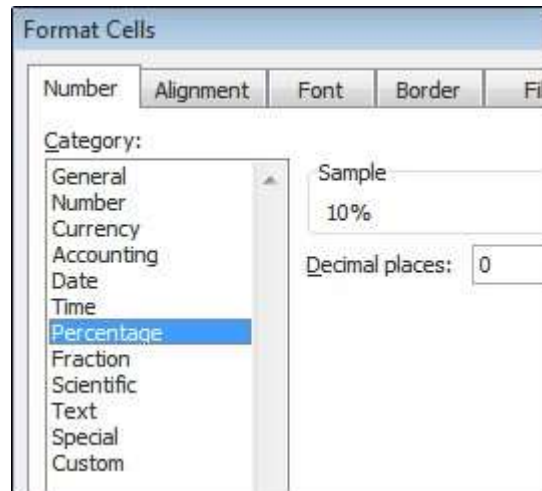
#### 4. What are the steps to format numbers in Excel with the Percent style?

To quickly apply percentage formatting to selected cells, click **Percent Style**  in the **Number** group on the **home** tab, or press **Ctrl+Shift+%**. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

- 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. For example, if you want to see **10%** instead of **10.00%**, enter **0** in the **Decimal places** box.

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

The following are the keyboard or key tips for merging cells:

- Merge and center- Alt > H > M > C
- Merge across- Alt > H > M > A
- Merge cells- Alt > H > M > M

## 6. How do you use text commands in Excel?

To use text commands in excel

=TEXT(Value you want to format, "Format code you want to apply")