Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
Ans- In Microsoft Excel, there are several types of conditions available in conditional formatting that you can use to format cells based on specific criteria. As of my last update, the types of conditions available are as follows:

Highlight Cell Rules:
- Greater Than
- Less Than
- Between
- Equal To
- Text That Contains
- A Date Occurring
- Duplicate Values
- Unique Values

Top/Bottom Rules:
- Top 10 Items
- Top 10%
- Bottom 10 Items
- Bottom 10%

Data Bars:
- Gradient Fill

Color Scales:
- 2-Color Scale
- 3-Color Scale

Icon Sets:
- 3 Arrows
- 3 Flags
- 3 Stars
- 4 Ratings
- 5 Quarters
- 4 Traffic Lights
- 3 Triangles
- 5 Boxes

Custom Format:
- You can create custom conditional formatting rules using formulas to specify the conditions based on your specific needs.

These various types of conditions allow you to apply conditional formatting in a flexible way, highlighting cells or applying different formatting styles based on the values or contents of the cells. You can use conditional formatting to draw attention to certain data patterns, analyze

trends, compare values, and make your data more visually appealing and informative.

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

Ans- To insert borders in Excel using the Format Cells dialog, follow these steps:

1 .Select the cells or range of cells that you want to apply borders to.

2 . Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can use the keyboard shortcut Ctrl + 1 to open the Format Cells dialog.

3. In the Format Cells dialog box that appears, go to the "Border" tab.

4. You'll see various border options that you can apply to the selected cells. The options are categorized into three sections: "Presets," "Line Styles," and "Border Color."

Presets:

You can choose from different preset border styles by clicking on the buttons under this section. For example, you can select "Outline" to apply a border around the selected cells.

Line Styles:

If you want to customize the border style, you can choose the line style you prefer from the drop-down list under this section. There are various line styles available, such as solid lines, dashed lines, dotted lines, etc.

Border Color:

Click on the color box to choose the color of the border. A color palette will appear, and you can select the desired color.

PREVIEW:

As you make changes to the border settings, you can see a preview of how the borders will look in the "Preview" section of the dialog.

Once you've chosen the desired border settings, click the "OK" button to apply the borders to the selected cells.

The borders you selected will now be applied to the cells you specified. You can use the Format Cells dialog to add different types of borders to your data, helping to organize and present information more clearly in your Excel worksheets.

3. How to Format Numbers as Currency in Excel?

Ans- **To format numbers as currency in Excel:**

Select the cells you want to format.

Press Ctrl + 1 to open the Format Cells dialog.

Go to the "Number" tab.

Choose "Currency" from the Category list.

Select the desired currency symbol and decimal places.

Click "OK" to apply the currency format to the selected cells.

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

Ans- **To format numbers in Excel with the Percent style:**

Select the cells you want to format.

Press Ctrl + 1 to open the Format Cells dialog.

Go to the "Number" tab.

Choose "Percentage" from the Category list.

Set the desired decimal places (optional).

Click "OK" to apply the Percent format to the selected cells.

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

Ans- **The shortcut to merge two or more cells in Excel is:**

Alt + H + M + M

6.How do you use text commands in Excel?

Ans- **To use text commands in Excel:**
Enter the text commands as formulas in cells or the formula bar.
Use functions like CONCATENATE, LEFT, RIGHT, MID, FIND, SUBSTITUTE, etc., to manipulate and analyze text data.
These commands allow you to join text, extract specific characters, find positions, replace text, format text, and perform other text-related tasks.