Advance Excel Assignment 5

Q1 : How many types of conditions are available in conditional formatting on Excel?
Ans : There are other three options in the conditional formatting drop-down list. New Rule A new rule option lets you reset all the values or conditions that you have given in any of the options in a separate window. Using this you could do conditional formatting using formulas too.

Q2 : How to insert borders in Excel with Format Cells dialog?
Ans : To insert a border via the Format Cells dialog, this is what you need to do: Select one or more cells to which you'd like to add borders. Open the Format Cells dialog box by doing one of the following: Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.

Q3 : How to Format Numbers as Currency in Excel?
Ans : Step 1: Select the range of cells that you want to Format.
2: After you select the required data, Go to Home tab >> Number group >> Click on the down arrow in the Number Format box. Step   3: Now, Click on the Currency option from the given list.

Q4 : What are the steps to format numbers in Excel with the Percent style?
        Ans : you can click on the Percentage (%) button in the Numbers Group in Home Tab or Press Ctrl+Shift+% and the numbers will be formatted as a percentage. This was one way of formatting.

Q5 : What is a shortcut to merge two or more cells in excel?
Ans : Press Alt > H > M

Q6 : How do you use text commands in Excel?
Ans : the TEXT formula becomes =TEXT (B4,"h:MM:SS AM/PM")&" "&TEXT (C4,"m/d/yyyy")
Dragging the Text formula to other cells, we get the desired output in the format that we want.
Text function can also be used for numbers with large values, for example, telephone numbers.