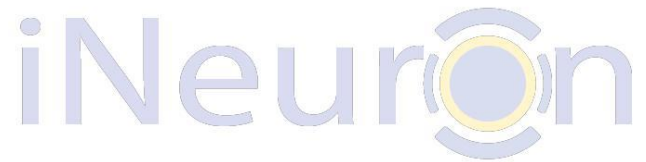


Advance Excel Assignment 5



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

Ans: -

In Excel, there are various types of conditions available in conditional formatting that allow you to visually enhance or format cells based on specific criteria. The types of conditions include:

1. **Cell Value:** Formatting based on values, like greater than, less than, equal to, etc.
2. **Data Bars:** Adding colored bars representing cell values.
3. **Color Scales:** Applying color gradients based on cell values.
4. **Icon Sets:** Displaying icons based on cell values.
5. **Text/Cell Contains:** Formatting cells with specific text.
6. **Blanks and Non-blanks:** Formatting empty or non-empty cells.
7. **Duplicate Values:** Highlighting duplicate or unique values.
8. **Top/Bottom Rules:** Formatting cells in the top or bottom percentages/ranks.
9. **Use a Formula:** Creating custom formatting conditions with formulas.

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

Ans: -

To insert borders in Excel using the Format Cells dialog:

1. **Select Cells:** Select the cells you want to add borders to.
2. **Right-Click or Ribbon:** Right-click and choose "Format Cells," or use the "Home" tab, click "Format" in the "Cells" group, and then select "Format Cells."
3. **Go to Border Tab:** In the "Format Cells" dialog, go to the "Border" tab.
4. **Choose Border Style:** Select the desired border style and line options for top, bottom, left, and right.
5. **Preview and Apply:** Preview the borders in the preview area. Click "OK" to apply the selected borders.

Borders will be added to the selected cells as per your chosen style.

3. How to Format Numbers as Currency in Excel?

Ans: -

To format numbers as currency in Excel, follow these steps:

1. **Select Cells:** Select the cells containing the numbers you want to format as currency.
2. **Go to Number Format:** Right-click and choose "Format Cells," or use the "Home" tab, click the drop-down arrow in the "Number Format" group, and select "Number."
3. **Choose Currency Format:** In the "Format Cells" dialog, go to the "Number" tab. Select "Currency" from the category list on the left.
4. **Choose Symbol:** Under "Symbol," choose the desired currency symbol from the drop-down list.
5. **Set Decimal Places:** Adjust the number of decimal places you want to display for the currency.
6. **Negative Numbers:** Choose how you want negative numbers to be displayed (in brackets, with a minus sign, etc.).

7. **Click "OK":** Click the "OK" button to apply the currency formatting.

The selected cells will now be formatted as currency according to your chosen settings.

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

Ans: -

To format numbers in Excel using the Percent style, follow these steps:

1. **Select Cells:** Select the cells containing the numbers you want to format as percentages.
2. **Go to Number Format:** Right-click and choose "Format Cells," or use the "Home" tab, click the drop-down arrow in the "Number Format" group, and select "Number."
3. **Choose Percent Format:** In the "Format Cells" dialog, go to the "Number" tab. Select "Percentage" from the category list on the left.
4. **Decimal Places:** Adjust the number of decimal places you want to display for the percentages.
5. **Symbol:** By default, the percentage symbol (%) is added automatically.
6. **Click "OK":** Click the "OK" button to apply the percent formatting.

The selected cells will now be formatted as percentages according to your chosen settings. For example, the number "0.25" will appear as "25%".

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**.

6. How do you use text commands in Excel?

Ans: -

Using text commands in Excel involves typing specific functions or formulas to manipulate and analyze text data. These commands start with certain keywords or symbols and are followed by parameters enclosed in parentheses. For example:

1. **CONCATENATE Function:** Combines text from multiple cells into one. Example:
=CONCATENATE(A1, " ", B1) or in newer versions: **=A1 & " " & B1**
2. **LEFT Function:** Extracts a specified number of characters from the left side of a text string.
Example: **=LEFT(A1, 5)**
3. **RIGHT Function:** Extracts a specified number of characters from the right side of a text string.
Example: **=RIGHT(A1, 3)**
4. **LEN Function:** Calculates the length (number of characters) of a text string. Example: **=LEN(A1)**
5. **MID Function:** Extracts a specific number of characters from the middle of a text string.
Example: **=MID(A1, 3, 5)**
6. **LOWER/UPPER Function:** Converts text to lowercase or uppercase, respectively. Example:
=LOWER(A1) or **=UPPER(A1)**
7. **PROPER Function:** Capitalizes the first letter of each word in a text string. Example:
=PROPER(A1)
8. **SEARCH/FIND Function:** Searches for a specific text within another text string and returns the position. Example: **=SEARCH("apple", A1)**

To use text commands:

1. Select a cell.
2. Start typing = to enter a formula.
3. Type the desired text function followed by opening parentheses.
4. Provide the required parameters or cell references.
5. Close parentheses and press Enter to see the result.

These text commands help manipulate, analyze, and transform text data within Excel.
