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Batch : FSDA (June 2022)

**Q1. How many types of conditions are available in conditional formatting on Excel?**

Ans: There are many types of conditions in conditional formatting as I know

1. Highlight Cells Rules or Top/Bottom Rules, and then click the appropriate option.

2. Data Bars, and then click the fill that you want.

3. Color Scales, and then click the scale that you want.

4. Icon Sets, and then click a set.

**Q2. How to insert border in Excel with Format Cells dialog?**

Ans : To insert a border via the Format Cells dialog, this is what you need to do:

1. Select one or more cells to which you'd like to add borders.
2. Open the Format Cells dialog box by doing one of the following:

3. Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.

4. Right click the selected cells and choose Format Cells from the context menu.

**Q3. How to Format Numbers as Currency in Excel?**

Ans : You can display a number with the default currency symbol by selecting the cell or range of cells, and then clicking Accounting Number Format Accounting number format button in the Number group on the Home tab. (If you want to apply the Currency format instead, select the cells, and press Ctrl+Shift+$.)

If you want more control over either format, or you want to change other aspects of formatting for your selection, you can follow these steps.

1. Select the cells you want to format.

2. On the Home tab, click the Dialog Box Launcher next to Number.

3. In the Format Cells dialog box, in the Category list, click Currency or Accounting

4. In the Symbol box, click the currency symbol that you want.

**Q4. What are the steps to format numbers in Excel with the Percent style?**

Ans : Formatting cells that already contain numbers If you apply the Percentage format to existing numbers in a workbook, Excel multiplies those numbers by 100 to convert them to percentages. For example, if a cell contains the number 10, Excel multiplies that number by 100, which means that you will see 1000.00% after you apply the Percentage format. This may not be what you expected. To accurately display percentages, before you format the numbers as a percentage, make sure that they have been calculated as percentages, and that they are displayed in decimal format. Percentages are calculated by using the equation amount / total = percentage. For example, if a cell contains the formula =10/100, the result of that calculation is 0.1. If you then format 0.1 as a percentage, the number will be correctly displayed as 10%. To learn more about calculating percentages, see Examples of calculating percentages.

Formatting empty cells : If you apply the Percentage format to cells, and then type numbers into those cells, the behavior is different. Numbers equal to and larger than 1 are converted to percentages by default; and numbers smaller than 1 are multiplied by 100 to convert them to percentages. For example, typing 10 or 0.1 both result in 10.00%. (If you don't want to display the two zeros after the decimal point, it's easy to get rid of them, as explained in the following procedure.)

**Q5. What is a shortcut to merge two or more cells in excel?**

Ans :

* Merge Cells

1. Select the cells to merge.

2. Select Merge & Center.

Or

Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M. Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C

**Q6. How do you use text commands in Excel?**

Ans : The Excel TEXT Function is used to convert numbers to text within a spreadsheet. Essentially, the function will convert a numeric value into a text string. TEXT is available in all versions of Excel.

We use the TEXT function in the following circumstances:

* When we want to display dates in a specified format
* When we wish to display numbers in a specified format or in a more legible way
* When we wish to combine numbers with text or characters.