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# Advance Excel Assignment

## 5

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

Ans=>

- a) **Greater Than, Less Than, Equal To, etc.:** Format cells based on their numerical values.
- b) **Data Bars.:** This formatting adds horizontal bars.
- c) **Color Scales.:** 2-Scale, 3-Scale colors applies color gradient to cells based on their values.
- d) **Data Occurring.:** This week, Last Month, Next Quarter.: highlight cells based on their date of occurrence.
- e) **Formulas.:** use formulas to determine which cells to Format.
- f) **Text Contains.:** Highlight Cell that contain specific text.
- g) **Duplicate Values.:** Highlight Cell that contain Duplicate values.

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

Ans=>

- a) **Select Cells.:**
- b) **Open Format Cells Dialog.**
- c) **Navigate the Border tab.**
- d) **Choose the Border settings.**
- e) **Adjust Line Style and Color**
- f) **Preview and Apply.**

3. How to Format Numbers as Currency in Excel?

Ans=>

- a) **Select Cells.:**
- b) **Open Format Cells Dialog.**
- c) **Navigate the Number tab.**
- d) **Select Currency Category.**
- e) **Choose currency format options.**
- f) **Preview and Apply.**

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

Ans=>

- a) **Select Cells.:**
  - b) **Open Format Cells Dialog.**
  - c) **Navigate the Number tab.**
  - d) **Select Percentage Category.**
  - e) **Adjust Decimal Places.**
  - f) **Preview and Apply.**
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5. What is a shortcut to merge two or more cells in excel?

Ans=>Select the Cells that you want to merge then press "Alt + H" then after releasing both the keys press "M".

6. How do you use text commands in Excel?

Ans=>Syntax for "Text " command is

**"=TEXT(value, format\_text)"**

**Value.:** the value you are supposed to convert to text.

**Format\_text.:** the format you have to apply to the value.

