# Advance Excel Assignment 5

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

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

3. How to Format Numbers as Currency in Excel?

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

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

6. How do you use text commands in Excel?

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

There are 5 types of conditional formatting visualizations available:

* Background Color Shading (of cells)
* Foreground Color Shading (of fonts)
* Data Bars
* Icons (which have 4 different image types)
* Values

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

To insert border in Excel with Format Cells dialog:-

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:
   1. Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
   2. Right click the selected cells and choose *Format Cells…* from the context menu.
   3. Press Ctrl+1 shortcut
3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. Then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
4. When done, click OK.

**Alternatively use Ctrl + Shift + & in Windows system to add an outline border around current selection. This is shortcut**

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

Step 1: Select the range of cells that you want to Format.

Step 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.

You will see that the currency symbol ( ₹ ) has appeared just before the first digit in the cell and the decimal points are aligned. Also, you will notice that in the place where the Transportation cost is 0, the amount column shows it as₹ 0.00.

Alternatively, select the range of cells you want to convert, click

**CTRL+SHIFT+4**

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

**SHORTCUT- Click- CTRL+SHIFT+5** to automatically convert the selected numbers to percentage value

Alternatively, you can go to **Home Tab→Number Group→ % Button-** Selected ranges will be formatted in %age values eg 3 will be converted to 300%

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

To merge two or more cells we can try three shortcut methods in Excel:

* Merge Cells (Excel Shortcut key – ALT H+M+M)
* Merge & Center (Excel Shortcut key – ALT H+M+C)
* Merge Across (Excel Shortcut key – ALT H+M+A)

Note: Merging the cells will only keep the values of left most cells and not the right cell

To keep the values of both cells- in an empty cell type the cell references that you want to merge in the following format→ =F3&""&G3. This will keep values of both the cell

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

We can use Text Functions to convert number to texts, date ranges into a particular format

Eg- We have value 8/10/2022, → Use text(A3,”mmmm d, yyyy”)--> Tap Enter→ Results August 10,2022

We can also use text functions to merge numbers and text together- Eg here we are combining candidate names with their expected joining date.

=A2&”you are hired, your joining date is ”& text(D2,”mmmm d,yyyy”)