

Advance Excel Assignment

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

These types are- **Highlight Cells Rules**, **Top and Bottom Rules**, **Data Bars**, **Color Scales**, and **Icon Sets**. Under these types, there are some sub-types. We will explain all the types and their uses in their respective sections.

1. Highlight Cells Rules

The first type of the five types of **conditional formatting in Excel** is the **Highlight Cells Rules**. Under this type, we will give some specific conditions, and the presentation of the cells will change upon these conditions.

2. Top and Bottom Rules

The **Top and Bottom Rules** are the second type of **Conditional Formatting** in Excel. If you want to highlight the highest or lowest value from your data set or want to figure out the top or bottom percentage of data, then this type is the best choice for doing so.

3. Data Bars

This is the third of the five types of conditional formatting in Excel. If you want to compare the numerical values in your data set, then this condition will be an ideal choice. Based on the cell values, this condition will create bars that will portray both positive and negative values.

4. Color Scales

The fourth of the five types of conditional formatting is **Color Scales**. It displays the disposal of data in the data set. You can mix two colors or three colors on the scale. The topmost color will represent the **greater values**, the middle scale will represent the average values, and the bottom color scale will represent the lower values in a data set.

5. Icon Sets

The last type of the five types of conditional formatting is the **Icon Sets**. This type also works as in the previous two examples. This condition implements icons in the selected cell range based on their cell values.

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

create border in Excel

The fastest way to make a border in Excel is to apply one of the inbuilt options directly from the ribbon. Here's how:

- Select a cell or a range of cells to which you want to add borders.
- On the *Home* tab, in the *Font* group, click the down arrow next to the **Borders** button, and you will see a list of the most popular border types.
- Click the border you want to apply, and it will be immediately added to the selected cells

insert border in Excel with Format Cells dialog

The *Format Cells* dialog is the most effective method of adding borders in Excel. It gives you easy access to all the settings including the line color and thickness as well as a nice diagram preview.

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.
 - Right click the selected cells and choose *Format Cells...* from the context menu.
 - Press Ctrl+1 shortcut.

3. How to Format Numbers as Currency in Excel?

To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press Ctrl+Shift+\$. Like the Currency format, the accounting format is used for monetary values. But this format aligns the currency symbols and decimal points of numbers in a column.

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

The "Percentage" number format is one of the built-in **number formats** in Excel. In mathematics, a percentage is a number expressed as a fraction of 100. The word percent literally means "per one hundred". For example, 65% is read as "Sixty-five percent" and is equivalent to 65/100 or 0.65.

To apply the percentage number format to a number, first select the number(s), then use any of these methods:

- Use the keyboard shortcut **Control + Shift + Enter**
- Select "Percentage" from the dropdown on the home tab of the ribbon
- Click the % button in the Number section on the home tab of the ribbon
- **Control + 1** > Number > Percentage

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

Various types of Merge options with Shortcut keys to merge cells in excel are as follows:

1. Merge Cells (Excel Shortcut key – ALT H+M+M)
2. Merge & Center (Excel Shortcut key – ALT H+M+C)
3. Merge Across (Excel Shortcut key – ALT H+M+A)
4. Unmerge Cells (Excel Shortcut key – ALT H+M+U)

6. How do you use text commands in Excel?

The TEXT function in Excel converts numbers from the numerical format to text format by using formatting codes. We can use it to display numbers as words, including symbols, while maintaining the numeric value. The TEXT function also helps concatenate numbers to format text strings or symbols.

Example, =TEXT (A6,"dd mmmm, yyyy") converts the numerical Date **27-01-2023** into the text format **27 January 2023**