

EXCEL ASSIGNMENT 5

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

Ans: Excel provides several types of conditions that you can use for conditional formatting. The available types of conditions in conditional formatting depend on the version of Excel you are using. Here are some common types of conditions:

1. Cell Value: You can format cells based on their value, such as highlighting cells that contain a certain number or text.
2. Formula: You can use a formula to define a condition for formatting cells, such as highlighting cells that meet a specific calculation criteria.
3. Color Scales: You can apply color scales to cells to highlight variations in cell values across a range of cells.
4. Data Bars: You can use data bars to visually represent the value of cells with horizontal bars in each cell.
5. Icon Sets: You can apply icon sets to cells to display different icons based on the cell value.
6. Top/Bottom Rules: You can use top/bottom rules to highlight cells that contain the highest or lowest values in a range.
7. Text Contains: You can format cells based on specific text that they contain.
8. Date Occurring: You can highlight cells that contain dates that fall within a specific time.

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

Ans: You can insert borders in Excel using the Format Cells dialog box by following steps:

1. Select the cell or range of cells that you want to apply borders to.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the "Format Cells" dialog box, go to the "Border" tab.
4. Select the type of border that you want to apply from the list of border options. You can choose from a range of line styles, thicknesses, and colors.
5. Use the preview pane to see how the selected border will look on the cells.
6. To apply the border to the outside of the selected cells, click on the "Outline" button.
7. To apply the border to the inline of the selected cells, click on the "Inline" button.
8. To apply the border to both the side of the selected cells, click on the "All" button.
9. Click "OK" to apply the selected border to the cells.

Q3. How to Format Numbers as Currency in Excel?

Ans: Below are the steps to format numbers as currency in Excel:

1. Select the cell or range of cells that you want to format as currency.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the "Format Cells" dialog box, go to the "Number" tab.
4. Under "Category", select "Currency" from the list of options.
5. Select the desired currency symbol from the "Symbol" dropdown list.
6. Select the number of decimal places you want to display under "Decimal Places".
7. If desired, select a different format for negative numbers using the "Negative Numbers" dropdown list.
8. Use the preview pane to see how the selected formatting will look on the cells.
9. Click "OK" to apply the selected currency format to the cells.

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

Ans: We can follow below steps to format numbers in Excel with the Percent style:

1. Select the cell or range of cells that you want to format as percent.
2. Right-click on the selected cells and choose "Format Cells" from the context menu.
3. In the "Format Cells" dialog box, go to the "Number" tab.
4. Under "Category", select "Percentage" from the list of options.
5. Select the number of decimal places you want to display under "Decimal Places".
6. Use the preview pane to see how the selected formatting will look on the cells.
7. Click "OK" to apply the selected percent format to the cells.

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

Ans: The shortcut to merge two or more cells in Excel is as follows:

1. Select the cells that you want to merge.
2. Press and hold the "Alt" key on your keyboard.
3. While holding down the "Alt" key, press the letter "A" on your keyboard.
4. Release both keys, then press the letter "M" on your keyboard.
5. Finally, press the letter "C" on your keyboard to confirm the merge.

Q6. How do you use text commands in Excel?

Ans: Text commands in Excel allow you to manipulate text in various ways. Here are some common text commands and how to use them:

1. CONCATENATE: This command allows you to combine the contents of two or more cells into one cell. To use this command, type "=CONCATENATE (" in the cell where you want to combine the text, then select the cells you want to combine and close the formula with a ")".
2. LEFT/RIGHT/MID: These commands allow you to extract a certain number of characters from the beginning (LEFT), end (RIGHT), or middle (MID) of a text

string. To use these commands, type "=LEFT (" or "=RIGHT (" or "=MID (" in the cell where you want to extract the text, then specify the text string and the number of characters you want to extract.

3. LEN: This command allows you to count the number of characters in a text string. To use this command, type "=LEN (" in the cell where you want to count the characters, then specify the text string.
4. LOWER/UPPER/PROPER: These commands allow you to convert text to lowercase (LOWER), uppercase (UPPER), or title case (PROPER). To use these commands, type "=LOWER (" or "=UPPER (" or "=PROPER (" in the cell where you want to convert the text, then specify the text string.
5. SUBSTITUTE: This command allows you to replace a specific character or string within a text string. To use this command, type "=SUBSTITUTE (" in the cell where you want to replace the text, then specify the text string, the text you want to replace, and the text you want to replace it with.