Advance Excel Assignment 5

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

Ans-

Conditional formatting in Excel supports a number of different kinds of conditions, including:

\*Cell Value

\*Specific Text

\*Dates

\*Duplicate Values

\*Top/Bottom Rules

\*Colour Scales

\*Icon Sets

\*Data Bars

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

Ans-

The steps to insert a border in Excel using the Format Cells dialogue are as follows:

\*Select the cell or range of cells that you want to apply a border to.

\*Right-click on the cell or range of cells and select "Format Cells" from the dropdown menu.

\*In the "Format Cells" dialog box, select the "Border" tab.

\*Choose the type of border that you want to apply to the cell or range of cells.

\*Adjust the settings for the border, such as line style, colour, and thickness.

\*Click "OK" to apply the border to the selected cell or range of cells.

1. How to Format Numbers as Currency in Excel?

Ans-

You can do the following actions in Excel to format numbers as currency:

\*Select the cell or range of cells that you want to format as currency.

\* Right-click on the selected cell or range of cells and select "Format Cells" from the dropdown menu.

\*In the "Format Cells" dialog box, select the "Number" tab.

\*Select "Currency" from the list of categories.

\*Choose the currency symbol that you want to use.

\*Adjust any other settings, such as decimal places or negative numbers.

\*Click "OK" to apply the currency format to the selected cell or range of cells.

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

Ans-

To format numbers in Excel using the percent style, follow these steps:

\*Select the cell or range of cells that you want to format as a percentage.

\*Right-click on the selected cell or range of cells and select "Format Cells" from the dropdown menu.

\*In the "Format Cells" dialog box, select the "Number" tab.

\*Select "Percentage" from the list of categories.

\*Choose the number of decimal places that you want to display.

\*Click "OK" to apply the percentage format to the selected cell or range of cells.

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

Ans-

The shortcut to merge two or more cells in Excel is "Ctrl + Shift + &".

6. How do you use text commands in Excel?

Ans-

Excel's text commands let you do a variety of text manipulation operations on text, including altering the case, locating and replacing content, and concatenating text from several cells. To use text commands in Excel, you can use the "Formulas" tab and functions such as CONCATENATE, LEFT, RIGHT, and MID, or you can use the "Home" tab and functions such as UPPER, LOWER, and PROPER to change the case of text. The "Find & Replace" feature can be used to look for and replace specific text in a spreadsheet.