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Advance Excel Assignment 5

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

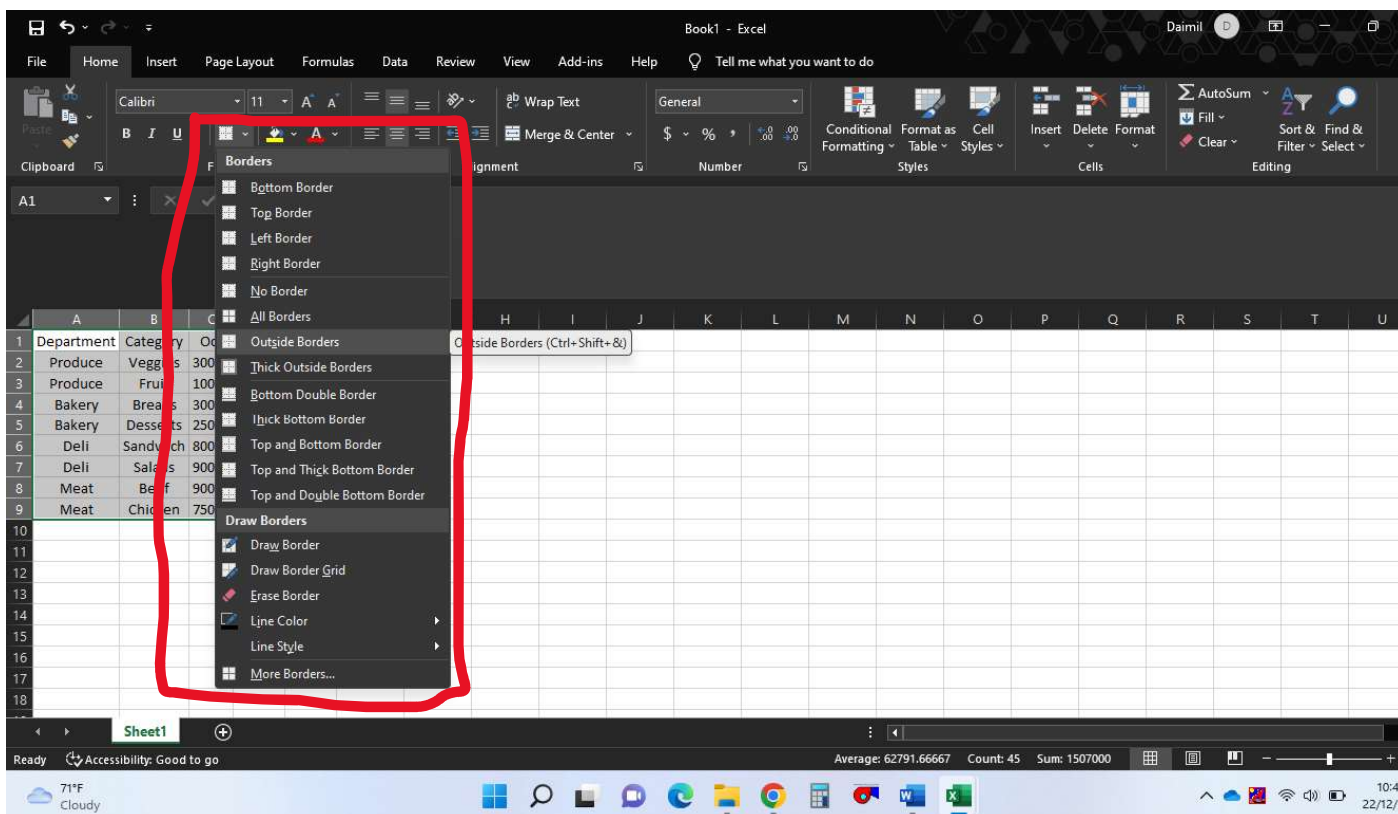
Ans:- here are 5 types of conditional formatting visualizations available:

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

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

Ans :- Select a cell or a range of cells to which you want to add borders.

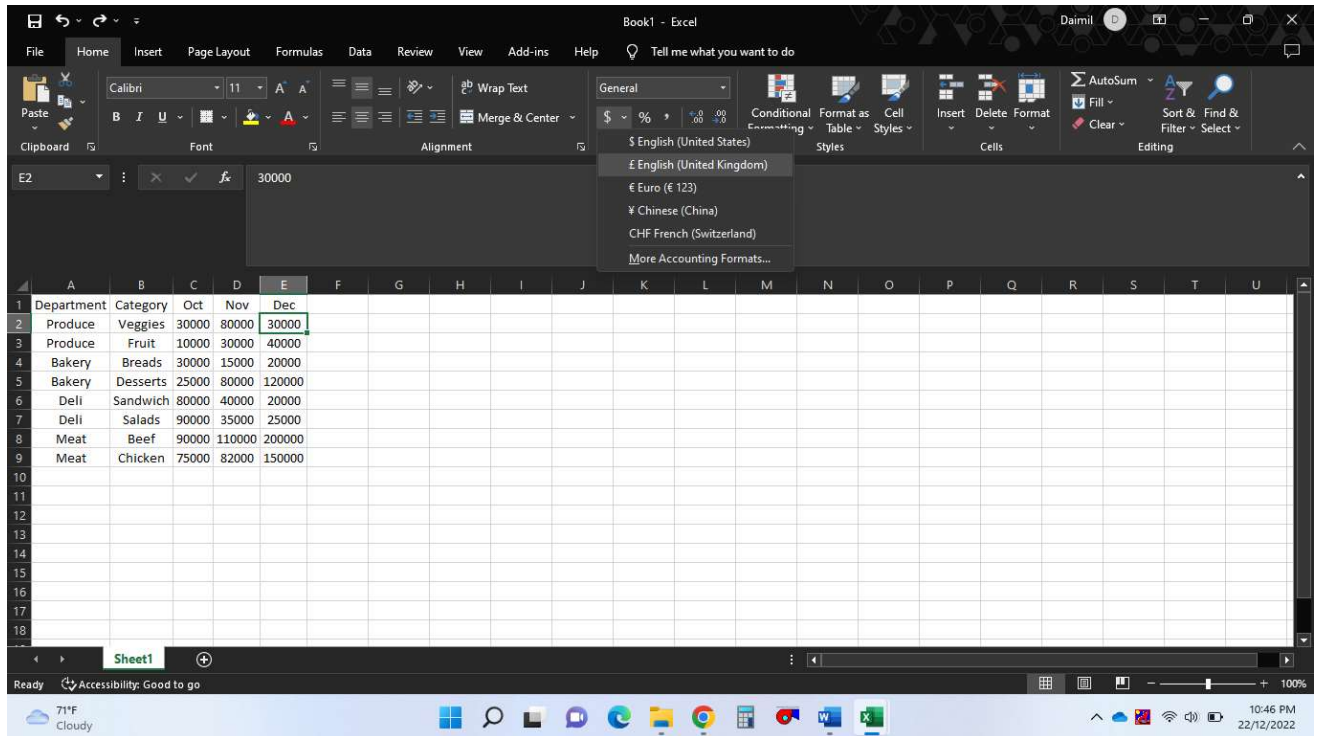
- On the Home tab, in the Font group,
- click the down arrow next to the Borders button, and you will see a list of the most popular border types.
- Click the border you want to apply, and it will be immediately added to the selected cells.



3. How to Format Numbers as Currency in Excel?

Ans :- There are two ways of formatting numbers as currency

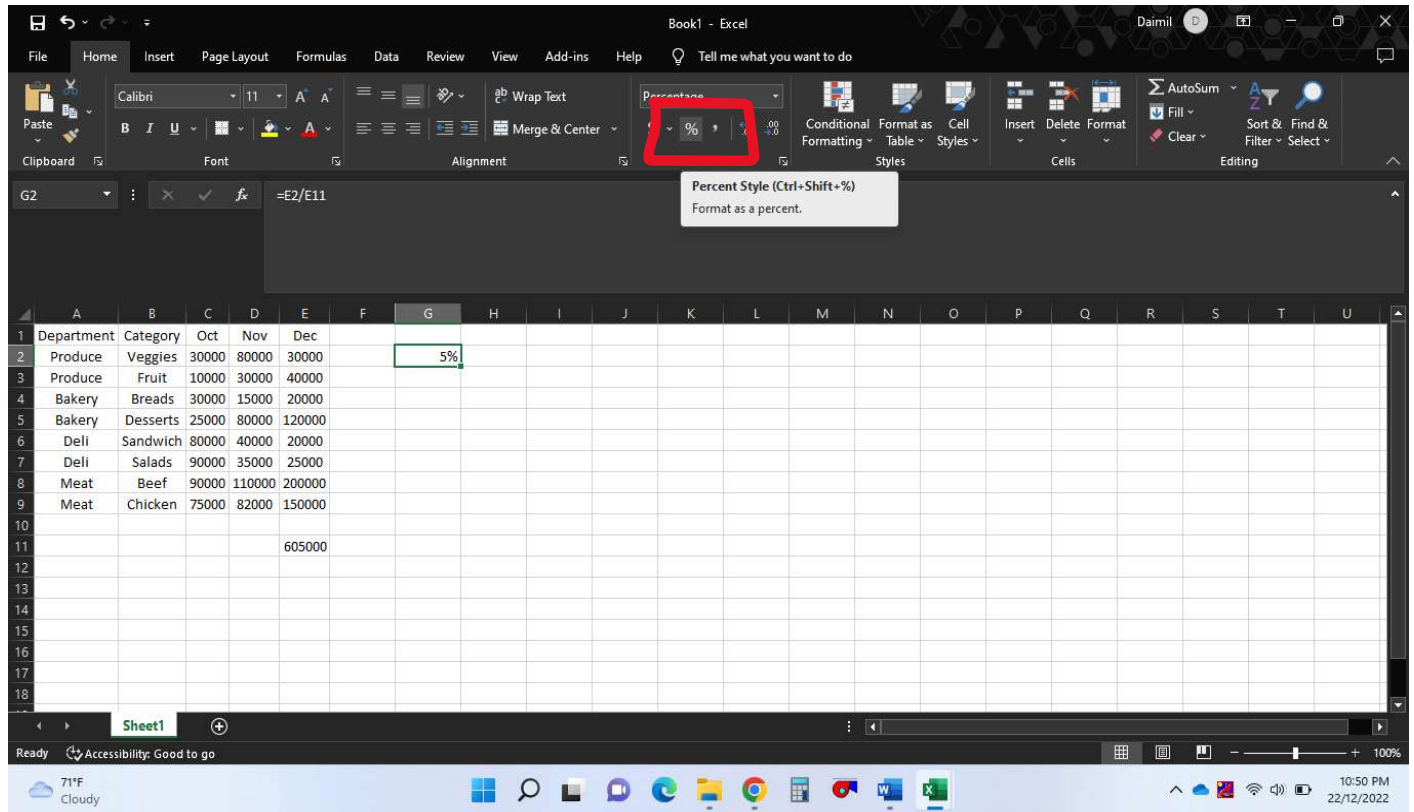
- To format the number as Currency quickly, press “Ctrl+Shift+4”. The cell will return with the currency before the numbers
- Select the Cell you want to format into Currency
- Click Home > Number Format Arrow > Currency



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

Ans :-

- 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?

Ans:- "Alt+H+M+M" is the shortcut keys to merge the cells

6. How do you use text commands in Excel?

Ans :-

- Select the Cell you want to format into Currency
- Click Home > Number Format Arrow > Text

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Help Tell me what you want to do

Clipboard Font Alignment

E2 30000

Format Cells

Number

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

30000

General format cells have no specific number format.

OK Cancel

	A	B	C	D	E	F	G
1	Department	Category	Oct	Nov	Dec		
2	Produce	Veggies	30000	80000	₹30,000.00		5%
3	Produce	Fruit	10000	30000	40000		
4	Bakery	Breads	30000	15000	20000		
5	Bakery	Desserts	25000	80000	120000		
6	Deli	Sandwich	80000	40000	20000		
7	Deli	Salads	90000	35000	25000		
8	Meat	Beef	90000	110000	200000		
9	Meat	Chicken	75000	82000	150000		
10							
11					605000		
12							
13							
14							
15							
16							
17							
18							

Sheet1

Ready Accessibility: Good to go

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