

Advance Excel Assignment 5

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

Ans – Broadly there are 5 categories of conditions namely:

- a) Highlight Cell Rules
- b) Top/Bottom Rules
- c) Data Bars
- d) Color Scales
- e) Icon Sets

You can include up to three different conditions on any cell or range of cells.

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

Ans – 1. select the cell range in which you want to add borders

2. Click on the down arrow next to the Borders button, and you will see a list of the most popular border types.

3. You can directly choose the border you want to apply on your data or you can choose option “More Borders” to open Format Cell dialogue.

4. After opening the dialogue box go to option “Border” and select that border which you want to apply on your data.

3. How to Format Numbers as Currency in Excel?

Ans – Select the range which you want to format as currency. You can do this by 2 ways:

a) First, after selecting the range you can simply click on the “\$” sign present in the ribbon or,

b) You can click on the down arrow in the Number Format Box and then choose “Currency” and click on it.

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

Ans – a) Select the range which you want to format as percentage.

b) You can click on the down arrow in the Number Format Box and then choose “percentage” and click on it.

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 Alt+H, M, M.

6. How do you use text commands in Excel?

Ans – Text commands helps us to format the texts stored in cells. We can change the fonts, size etc. Of the text and also we can change its style too like “BOLD” or “ITALICS”.