* Advance Excel Assignment 5

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

There are **5** types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.

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

**Click Home > the Borders arrow, and then pick the border option you want**. Add a border line style - Click the Borders arrow > Border Style, and then pick a line style option.

1. How to Format Numbers as Currency in Excel?

On the Home tab, click the Dialog Box Launcher next to Number. Tip: You can also press Ctrl+1 to open the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Currency or Accounting. In the Symbol box, click the currency symbol that you want.

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

Display numbers as percentages

**On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.** In the Format Cells dialog box, in the Category list, click Percentage.

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

Merge cells

Click the first cell and **press Shift while you click the last cell in the range you want to merge**. Important: Make sure only one of the cells in the range has data. Click Home > Merge & Center.

1. How do you use text commands in Excel?

**Excel Tricks: Text Functions in Excel**

1. Len () Len function in Excel helps you to know the length of a string that is number of characters in a string. ...
2. Mid () Mid function in Excel is used to extract the characters from the middle of a string. ...
3. Find () ...
4. Proper () ...
5. Rept () ...
6. Trim() ...
7. Upper() ...
8. Substitute ()