

## Advance Excel Assignment 5

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

There are 5 types of conditional formatting:

1. Background Colour Shading (of cells)
2. Foreground Colour Shading (of fonts)
3. Data Bars
4. Icons (which have 4 different image types)
5. Values.

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

1. Click Format button on Cells group of Home ribbon.
2. Select format cells.
3. Click Border Tab.
4. Select Line style, color & border style.
5. Click OK.

### 3. How to Format Numbers as Currency in Excel?

1. Select the cells to be formatted as currency.
2. Select the currency from drop down menu of number group of Home ribbon

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

1. Select the cells to be formatted as percentage.
2. Select the percentage from the drop down menu of the number group of Home ribbon.

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

1. Merge Cells: ALT H+M+M.
2. Merge & Center: ALT H+M+C.
3. Merge Across: ALT H+M+A.
4. Unmerge Cells: ALT H+M+U.

### 6. How do you use text commands in Excel?

1. Left(): To extract the leftmost characters from a string. Syntax = left(text, num\_char)  
Similarly, Right function can be used to extract the rightmost characters from a string.
2. Len (): To know the length of a string that is the number of characters in a string. Syntax = LEN(text)
3. Mid (): To extract the characters from the middle of a string. Syntax = MID(text, start\_char, num\_chars)
4. Find (): To know the position of certain characters in a particular string. Syntax =FIND(find\_text, within\_text,[start\_num])
5. Proper (): To capitalise each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)
6. Rept (): Rept function in Excel is used to repeat a text a certain number of times. Syntax =REPT(Text, number\_times)
7. Trim(): Trim function in Excel removes the unnecessary spaces from a particular string. Syntax =TRIM(Text )
8. Upper(): Converts the text into Upper case from lower case. Syntax =UPPER(Text )

9. Substitute (): To replace existing text with a new text in a particular string. Syntax  
=SUBSTITUTE(text, old\_text, new\_text, instance number)
10. Concatenate (): Concatenate function in Excel helps to join the text of two or more cells.  
Syntax =CONCATENATE(text1, text2....)