**Advance Excel Assignment 5**

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

In Excel, there are several types of conditions available for conditional formatting. The specific options may vary slightly depending on the version of Excel you are using, but the following are common types of conditions you can use:

* Highlight Cell Rules:
* Greater Than: Formats cells that are greater than a specified value.
* Less Than: Formats cells that are less than a specified value.
* Between: Formats cells that are between two specified values.
* Equal To: Formats cells that are equal to a specified value.
* Text That Contains: Formats cells that contain specific text.
* A Date Occurring: Formats cells based on a specific date or range of dates.
* Duplicate Values: Formats cells that are duplicates within a selected range.
* Top/Bottom Rules:
* Top 10%: Formats cells that belong to the top or bottom percentage of values in a selected range.
* Top 10 Items: Formats cells that have the highest or lowest values in a selected range.
* Data Bars:
* Color scales that visually represent the values in cells using a gradient of colors.
* Color Scales:
* Similar to data bars, color scales visually represent values using a gradient of colors, allowing you to assign different colors to high, medium, and low values.
* Icon Sets:
* Assigns icons to cells based on specified criteria, such as arrows indicating whether a value is increasing or decreasing.
* Custom Formula:
* Allows you to create a custom formula that defines the condition for formatting.

These are just some of the common types of conditions available in Excel's conditional formatting feature. The available options and variations may differ depending on the version of Excel you are using, but they provide a range of ways to apply formatting based on specific conditions and criteria in your data.

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

To insert a border in Excel using the Format Cells dialog, follow these steps:

* Select the cells or range of cells to which you want to apply the border.
* Right-click on the selected cells and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, go to the "Border" tab.

Select the desired border options from the available choices, such as:

* Presets: Choose from a variety of preset border styles.
* Line Styles: Customize the border style, thickness, and color using the options under "Line Styles."
* Border Painter: Click on the "Border Painter" button to manually apply borders to individual cells or ranges.
* Preview the changes in the "Preview" section of the dialog box.
* Click "OK" to apply the selected border settings to the chosen cells or range.

The selected border style will now be applied to the specified cells in Excel. You can use the Format Cells dialog to easily customize the borders based on your preferences, providing visual separation and organization within your worksheet.

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

To format numbers as currency in Excel, you can use the following steps:

* Select the cells or range of cells containing the numbers you want to format as currency.
* Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the "Number Format" dropdown in the "Number" group, and choose "Format Cells" from the list.
* In the Format Cells dialog box, go to the "Number" tab.
* Select "Currency" from the Category list on the left side of the dialog box.
* Choose the desired currency symbol from the "Symbol" dropdown. You can select from a list of available currency symbols or click on the "Custom" button to specify a different currency symbol or format.
* Customize additional options if needed, such as the number of decimal places, thousands separator, and negative number format.
* Preview the changes in the "Sample" section of the dialog box.
* Click "OK" to apply the currency formatting to the selected cells.

The numbers will now be displayed with the currency symbol and the specified formatting options. Excel will automatically apply the currency formatting to new numbers entered into the formatted cells as well.

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

To format numbers as a percentage in Excel, you can use the following steps:

* Select the cells or range of cells containing the numbers you want to format as percentages.
* Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the "Number Format" dropdown in the "Number" group, and choose "Format Cells" from the list.
* In the Format Cells dialog box, go to the "Number" tab.
* Select "Percentage" from the Category list on the left side of the dialog box.
* Choose the desired number of decimal places for the percentage. You can select from the available options or specify a custom number of decimal places.
* Customize additional options if needed, such as the symbol used for negative percentages and whether to include a thousands separator.
* Preview the changes in the "Sample" section of the dialog box.
* Click "OK" to apply the percentage formatting to the selected cells.

The numbers will now be displayed as percentages with the specified formatting options. Excel will automatically convert the underlying values to percentages by multiplying them by 100 and adding the percentage symbol.

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

The shortcut to merge two or more cells in Excel is "Ctrl + Shift + +" (plus sign).

To use this shortcut, follow these steps:

* Select the cells that you want to merge. The cells should be adjacent and form a rectangular shape.
* Press "Ctrl + Shift + +" (plus sign) on your keyboard. The selected cells will be merged into a single cell.

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

In Excel, you can use text commands or functions to manipulate and analyze text data. Text commands are formulas or functions specifically designed to work with text values. Here are some common text commands in Excel:

* CONCATENATE: This command combines multiple text strings into a single text string. For example, =CONCATENATE(A1, " ", B1) would combine the text in cell A1, a space, and the text in cell B1.
* LEFT: This command extracts a specified number of characters from the beginning of a text string. For example, =LEFT(A1, 5) would return the first 5 characters from the text in cell A1.
* RIGHT: This command extracts a specified number of characters from the end of a text string. For example, =RIGHT(A1, 3) would return the last 3 characters from the text in cell A1.
* MID: This command extracts a specified number of characters from the middle of a text string. For example, =MID(A1, 3, 5) would return 5 characters starting from the 3rd character in the text in cell A1.

These are just a few examples of text commands in Excel. To use a text command, enter the formula in a cell and provide the necessary arguments or references to the text values you want to manipulate. You can also combine text commands with other functions or formulas to perform complex text operations in Excel.