

Advance Excel Assignment 5

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

Ans: There are 5 types of conditional formatting available in excel:

- 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: Steps to follow to insert borders in excel using format cells dialog box:

- Click Format button on Cells group of Home ribbon and select format cells
- Click Border Tab.
- Select Line style, color & border style.
- Click OK.

3. How to Format Numbers as Currency in Excel?

Ans: Steps to follow To format numbers as currency:

- Select the cells to be formatted as currency.
- Click on the number format under the number group on Home ribbon.
- Select Currency Tab on left side of window, then select your required currency symbol then click on Ok.

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

Ans:

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

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

Ans: Shortcut key to merge the cell

ALT+H+M+M/C/A/U ; Where Last key

- M used for Merge cells
- C used for Merge & Centre
- A used for Merge Across Cell
- U used for Unmerge cells

6. How do you use text commands in Excel?

Ans:

- Select the number of range
- Then press "Ctrl + 1"
- Then from category list select the text command.