

# 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
- Icons (which have 4 different image types)
- Values

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

Ans-To insert a border via the Format Cells dialog, the following steps should be followed :

1. Select one or more cells to which you'd like to add borders.
2. Open the Format Cells dialog box by doing one of the following: Click the down arrow next to

the Borders button, and then click More Borders at the bottom of the drop-down list. Right-click the selected cells and choose *Format Cells...* from the context menu. Press **Ctrl+1** shortcut.

3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

4. When done, click OK.

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

Ans- Select the cells you want to format. On the Home tab, click the Dialog Box Launcher next to Number.

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. To close the Format Cells dialog box, click OK.

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

Ans- 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. In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

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

Ans- Merge Cells: ALT H+M+M.

6. How do you use text commands in Excel?

Ans- TEXT(value, format\_text)

Where:

Value - the numeric value to be converted to text. It can be a number, date, reference to a cell containing a numeric value or another function that returns a number or date.

Format\_text - the format that you want to apply. It is supplied in the form of a format code enclosed in the quotation marks, e.g. "mm/dd/yy".