

Advance Excel Assignment 5

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

Ans.

1. Data Bars are horizontal bars added to each cell, much like a bar graph.
2. Color Scales change the color of each cell based on its value. Each color scale uses a two or three-color gradient.
3. Icon Sets add a specific icon to each cell based on its value.

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

Ans.

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:
3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first.
4. When done, click OK.

3. How to Format Numbers as Currency in Excel?

Ans.

1. Select the range of cells that you want to Format.
2. After you select the required data, Go to Home tab >> Number group >> Click on the down arrow in the Number Format box.
3. Now, Click on the Currency option from the given list.

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.

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

Ans.

- Merge Cells: ALT H+M+M.
- Merge & Centre: ALT H+M+C.
- Merge Across: ALT H+M+A.
- Unmerge Cells: ALT H+M+U

6. How do you use text commands in Excel?

Ans. Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number, tab select Text.