Advance Excel Assignment 5

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

Ans: -

* Highlight cell rules
* Top/Bottom rules
* Data Bars
* Icons Sets
* Color Scales

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

Ans: -

* Select the cell which needed border and click ctrl+1
* Now move the tab to the border tab and select the required border and click OK.

3. How to Format Numbers as Currency in Excel?

Ans: -

🡺 Select the cell and Home 🡪 Number group 🡪 currency(DB Symbol).

Select the required currency like $, INR and many more.

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

Ans: - Home🡪 Number group 🡪 click on the icon at right bottom of the group

* Format pop-up box will appear, click on percentage.
* Give your number of decimal places you want for the selected cell. And press OK.

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

Ans: - alt H + M + M for merging the cell.

Alt H is base for all the navigation in ribbon bar.

6. How do you use text commands in Excel?

Ans: - It will convert the number cell into text string.

formula= Text(value, format\_text)