**Advance Excel Assignment 5**

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

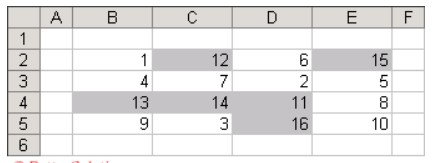
**Ans**-Conditional Formatting is the automatic formatting of cells based on the values that the cells contain.

You can define conditions which when true will mean formatting is applied to the cells.

If the condition is False, then no formatting is applied.

This is very useful for quickly identifying cells that meet certain criteria.

For example, conditional formatting could be used to quickly identify all the cells which contain a value greater than 10.



There are 5 types of conditional formatting visualizations available:

1.Background Colour Shading (of cells)

A picture containing table

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2.Foreground Colour Shading (of fonts)

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3.Data Bars

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4.Icons (which have 4 different image types)

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5.Values

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

**Ans**-Excel allows you to quickly and easily add different types of borders to your individual cells and ranges of cells in your spreadsheet. You can use a few different line types for your border. To add borders to cells, follow these steps:

Select the cell or range of cells that you want bordered.

Select the Cells option from the Format menu. You will see the Format Cells dialog box.

Click on the Border tab.

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In the Border section of the dialog box, select where you want the border applied. (Outline will surround the entire cell or cell range.)

Select a line type from the Style area.

Click on OK.

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

**Ans**-A rupee without the currency symbol is just a number. Excel makes it easy for us to format numbers as currency so that one can distinguish between the amounts and numbers. This can be attained by using some simple steps as given below.

Step 1: Select the range of cells that you want to Format.

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Step 2: After you select the required data, Go to Home tab >> Number group >> Click on the down arrow in the Number Format box.

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Step 3: Now, Click on the Currency option from the given list.

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You will see that the currency symbol ( ₹ ) has appeared just before the first digit in the cell and the decimal points are aligned. Also, you will notice that in the place where the Transportation cost is 0, the amount column shows it as₹ 0.00.

Note: Shortcut key for formatting numbers as currency is Ctrl+Shift+4.

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

**Ans**-To quickly apply percentage formatting to selected cells, click Percent Style Button image in the Number group on the home tab, or press CTRL Shift+%. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

1.On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.

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2.In the Format Cells dialog box, in the Category list, click Percentage.

Graphical user interface, application

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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**-To merge cells in excel, first, select the cells which we want to merge together into one cell, and then we can use the short cut key starting from ALT then press the H + M + M simultaneously. Once we execute the function using short cut keys, it will pop up an alert message that says merging the cells will keep the Upper cell value and discard the other cell’s value. If we proceed, the cell will be merged, keeping only one value to be seen. ALT + H + M + C will only Merge and Center, ALT + H + M + A will Merge Across and to unmerge press ALT + H + M + U.

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

**Ans**-If you want Excel to treat certain types of numbers as text, you can use the text format instead of a number format. For example, If you are using credit card numbers, or other number codes that contain 16 digits or more, you must use a text format. That’s because Excel has a maximum of 15 digits of precision and will round any numbers that follow the 15th digit down to zero, which probably isn’t what you want to happen.

It’s easy to tell immediately if a number is formatted as text, because it will be left-aligned instead of right-aligned in the cell.

1.Select the cell or range of cells that contains the numbers that you want to format as text. How to select cells or a range.

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2.On the Home tab, in the Number group, click the arrow next to the Number Format box, and then click Text.

Graphical user interface, application

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