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 visualizations available:

Background Color Shading of cells, Color Shading of fonts Data Bars, Color scales, Icon sets.

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

Ans:

1. Select the cells that you want to format.
2. On the Format menu, click Cells.
3. In the Format Cells dialog box, click the Border tab.
4. Select any one of the line styles in the Style list.
5. How to Format Numbers as Currency in Excel?

Ans: Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose Currency. Shortcut: Ctrl+Shift+$

1. 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.

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

Ans: Press keys Alt then H , M, M to merge selected cells.

1. 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.

