**Advance Excel Assignment 5**

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

-Highlight Cells Rules: Allows you to apply formatting based on the cell value, such as greater than, less than, between, equal to, etc.

-Top/Bottom Rules: Highlights the top or bottom values in a range.

-Data Bars: Adds data bars to cells based on the cell value.

-Color Scales: Applies a color scale to cells based on the cell value.

-Icon Sets: Adds icons to cells based on the cell value.

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

-Select the range of cells you want to format.

-Right-click and choose "Format Cells" from the context menu, or press Ctrl + 1 to open the Format Cells dialog.

-In the Format Cells dialog, go to the "Border" tab.

-Choose the border style you want from the options provided.

-Select the border colour and line style.

-Click "OK" to apply the border to the selected cells.

3. How to Format Numbers as Currency in Excel?

-Select the range of cells containing the numbers you want to format.

-Go to the "Home" tab in the ribbon.

-Click on the "Number Format" dropdown in the "Number" group.

-Choose "Currency" from the list of number formats. This will format the selected cells as currency with the default currency symbol.

-Optionally, you can customize the currency format by clicking on the "More Number Formats" option at the bottom of the dropdown menu.

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

-Select the range of cells containing the numbers you want to format.

-Go to the "Home" tab in the ribbon.

-Click on the "Number Format" dropdown in the "Number" group.

-Choose "Percentage" from the list of number formats. This will format the selected cells as percentages.

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

Alt + H + M + M

6. How do you use text commands in Excel?

-CONCATENATE: Combines multiple text strings into one.

-LEFT: Returns the leftmost characters from a text string.

-RIGHT: Returns the rightmost characters from a text string.

-MID: Returns a specific number of characters from a text string, starting at a specified position.

-LEN: Returns the length of a text string.

-SUBSTITUTE: Replaces occurrences of a specified substring within a text string.

-FIND: Returns the starting position of a substring within a text string.

-REPLACE: Replaces part of a text string with another text string.