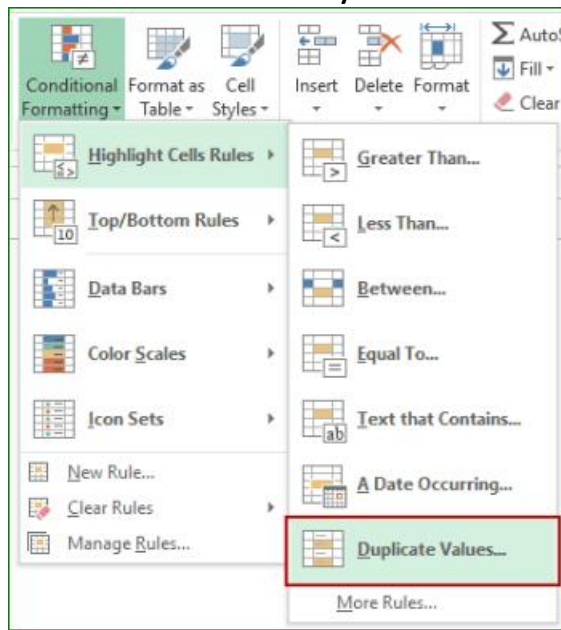# Advance Excel Assignment 5

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

Ans:There are several types of conditions available in conditional formatting in Excel. The following is a list of some of the most commonly used conditions:

- Highlight Cell Rules: This allows you to highlight cells that meet certain conditions, such as greater than or less than a certain value, equal to a certain value, or containing a specific text.

- Top/Bottom Rules: This allows you to highlight the top or bottom values in a range, such as the top 10 values, or the bottom 5 values.

- Data Bars: This allows you to add a gradient color bar to cells based on their value.

- Color Scales: This allows you to apply a color scale to a range of cells based on their value, with colors ranging from one color for the lowest value to another color for the highest value.

- Icon Sets: This allows you to add icons to cells based on their value, such as arrows indicating whether the value is increasing or decreasing.

Conditional Formatting by Formula: This allows you to create a custom formula that determines which cells to format based on specific criteria.

These are just a few examples of the types of conditions available in conditional formatting in Excel. The exact options available may depend on the version of Excel being used.

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

The fastest way to make a border in Excel is to apply one of the inbuilt options directly from the ribbon. Here's how:

- Select a cell or a range of cells to which you want to add borders.

- On the Home tab, in the Font group, click the down arrow next to the Borders button, and you will see a list of the most popular border types.

- Click the border you want to apply, and it will be immediately added to the selected cells.
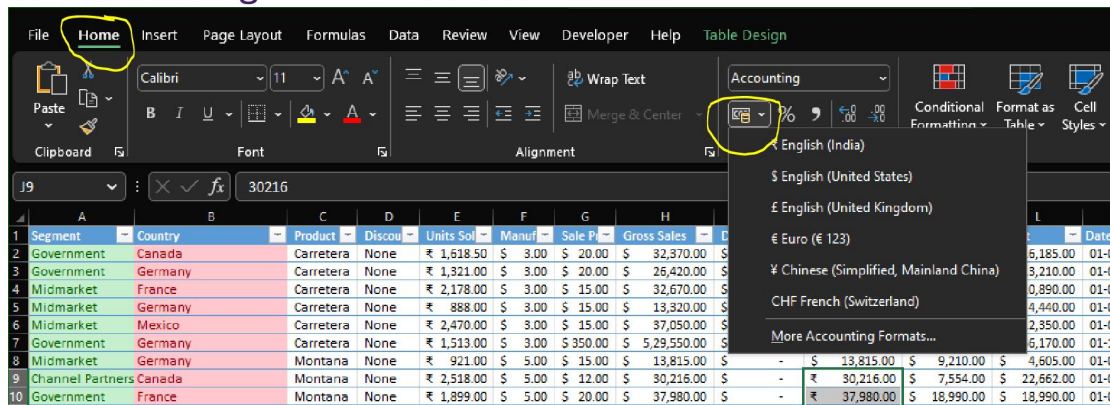
3. How to Format Numbers as Currency in Excel?
Ans:

Three ways to change the format of a cell

1. Number Format drop down menu
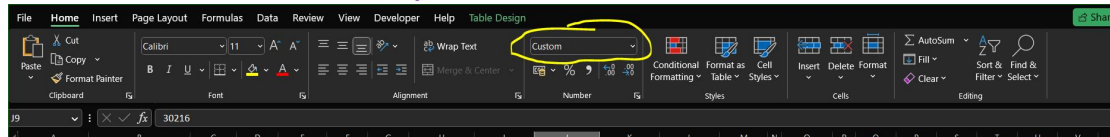
-> In the Home toolbar is the Number Format drop down menu. It displays the current number formatting for the selected cell and allows you to change the format quickly.

2. Accounting Number Format button

-> In the Home toolbar, near the Number Format drop down menu is a button with a $ symbol on it. This is the Accounting Number Format button.

3. Format Cells window
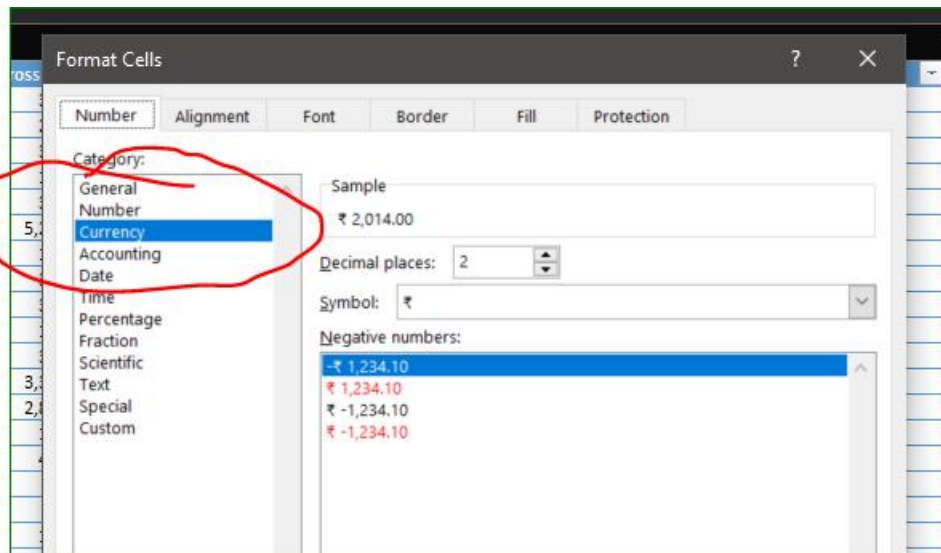
Select the cell or cells you want to edit. Open the Format Cells window by right clicking on the selected cells. A list will appear. Selecting Format Cells option from the list.

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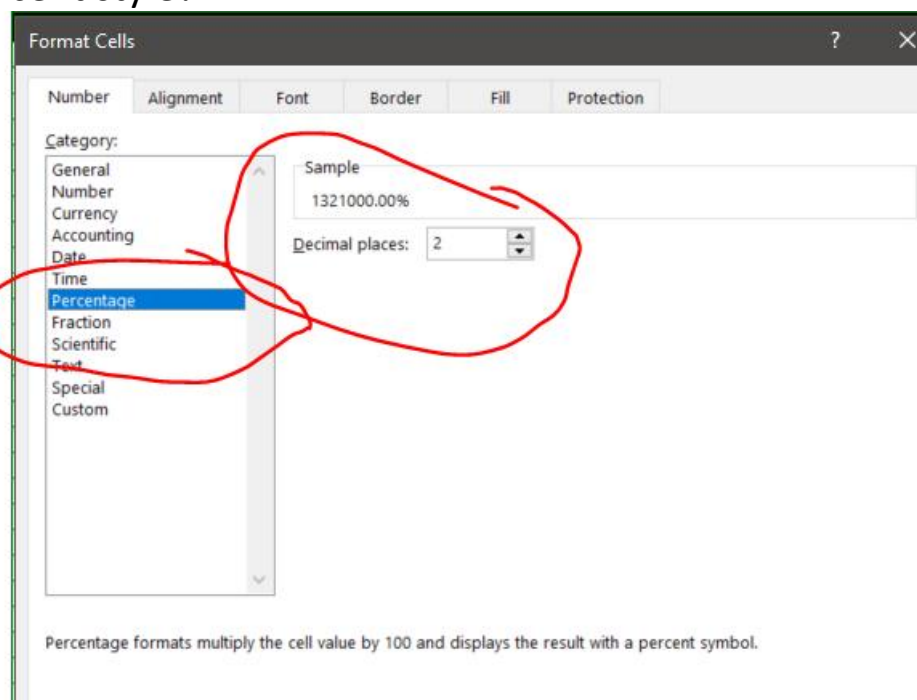
Ans:

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: ALT H+M+M

6. How do you use text commands in Excel?
Ans: The TEXT function will convert numbers to text, which may make it difficult to reference in later calculations. It's best to keep your original value in one cell, then use the TEXT function in another cell. Then, if you need to build other formulas, always reference the original value and not the TEXT function result.

In its simplest form, the TEXT function says:

=TEXT(Value you want to format, "Format code you want to apply")

Example : =Text(0.285, "0.0%)