ASSIGNMENT - 5 (ADVANCED EXCEL)

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

In Excel, conditional formatting provides various types of conditions that you can apply to cells based on their values. As of my last update in January 2022, there are several types of conditions available in conditional formatting:

Highlight Cells Rules:

Greater Than
Less Than
Between
Equal To
Text that Contains
A Date Occurring
Duplicate Values
Unique Values
Top/Bottom Rules:

Top 10 Items
Top 10%
Bottom 10 Items
Bottom 10%
Data Bars:

Gradient fill bars that visually represent the values in cells.
Color Scales:

Gradual color changes based on the cell values, allowing you to visually compare data.
Icon Sets:

Sets of icons representing specific conditions such as up or down arrows, flags, or other symbols.
Custom Formula:

You can define your own custom formula to determine when formatting should be applied.

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

To insert borders in Excel using the Format Cells dialog, you can follow these steps:

Select the Cells:

Start by selecting the cells or range of cells where you want to insert borders.

Open the Format Cells Dialog:
There are multiple ways to open the Format Cells dialog:

You can right-click on the selected cells and choose "Format Cells" from the context menu.
Alternatively, you can go to the "Home" tab on the Excel ribbon, click on the "Format" dropdown arrow in the "Cells" group, and then select "Format Cells."
Go to the Border Tab:
In the Format Cells dialog, navigate to the "Border" tab. This tab allows you to specify the type, style, and color of borders for the selected cells.

Choose Border Options:

Select the border options you want to apply to the cells:
Under "Line," choose the border style (e.g., continuous, dashed, dotted).
Under "Color," select the border color.
Click on the buttons representing different border positions (top, bottom, left, right) to apply borders selectively.
You can also use the buttons to apply borders to diagonal lines or to all borders at once.
Preview and Apply:
As you make changes to the border options, you can preview how the borders will appear in the preview section of the Format Cells dialog.
Once you are satisfied with the border settings, click the "OK" button to apply the borders to the selected cells.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, you can follow these steps:

Select the Cells:
Start by selecting the cells or range of cells that contain the numbers you want to format as currency.

Open the Format Cells Dialog:
There are multiple ways to open the Format Cells dialog:

You can right-click on the selected cells and choose "Format Cells" from the context menu.
Alternatively, you can go to the "Home" tab on the Excel ribbon, click on the "Number Format" dropdown arrow in the "Number" group, and then select "More Number Formats."
Choose Currency Format:
In the Format Cells dialog, navigate to the "Number" tab. Under the "Category" list on the left, select "Currency."

Set Currency Options:

After selecting the "Currency" category, you can choose additional options for the currency format:
Choose the desired currency symbol from the "Symbol" dropdown menu. Excel provides various currency symbols to choose from.
Specify the number of decimal places you want to display for the currency values in the "Decimal places" field.
You can also choose whether to use a thousands separator by checking or unchecking the "Use 1000 Separator (,)" checkbox.

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

To format numbers in Excel with the Percent style, follow these steps:

Select the Cells:
Begin by selecting the cells or range of cells that contain the numbers you want to format as percentages.

Open the Format Cells Dialog:
There are multiple ways to open the Format Cells dialog:

Right-click on the selected cells and choose "Format Cells" from the context menu.
Go to the "Home" tab on the Excel ribbon, click on the "Number Format" dropdown arrow in the "Number" group, and then select "More Number Formats."
Choose Percent Format:
In the Format Cells dialog, navigate to the "Number" tab. Under the "Category" list on the left, select "Percentage."

Set Percent Options:

After selecting the "Percentage" category, you can specify additional options for the percent format:
Set the number of decimal places you want to display for the percentage values in the "Decimal places" field.
You can also choose whether to include a thousands separator by checking or unchecking the "Use 1000 Separator (,)" checkbox.

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

In Excel, you can merge two or more cells using a keyboard shortcut. The shortcut to merge cells is:

Alt + H + M

Here's how to use the shortcut to merge cells:

Select the Cells to Merge:
Select the cells you want to merge. You can select contiguous cells by clicking and dragging, or select non-contiguous cells by holding down the Ctrl key while clicking on each cell.

Press the Shortcut:
With the cells selected, press and hold the Alt key, then press H, and finally press M while still holding down the Alt key. This keyboard shortcut will execute the merge cells command.

6. How do you use text commands in Excel?

In Excel, you can use text commands in various ways to manipulate and analyze text data. Text commands are typically used within formulas to perform tasks such as extracting substrings, converting text case, finding text within a string, and more. Here's how you can use text commands in Excel:

Using Text Functions in Formulas:

Excel provides a variety of built-in text functions that you can use within formulas to manipulate text data.
Examples of commonly used text functions include LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, FIND, SEARCH, SUBSTITUTE, TRIM, CONCATENATE (or & operator), and many more.
You can use these functions individually or combine them to perform complex text manipulations.
Entering Text Directly:

You can enter text directly into cells in Excel just like numerical data.
Excel treats any data enclosed in double quotes ("") as text. For example, typing "Hello" into a cell will be interpreted as the text string "Hello".
You can also combine text strings directly in a cell using the concatenation operator &, such as ="Hello" & " " & "World".
Formatting Text:

Excel provides various formatting options for text, such as changing font type, font size, font color, bold, italic, underline, and more.
You can access text formatting options from the Home tab on the Excel ribbon in the Font group.
Using Find and Replace:

Excel includes a Find and Replace feature that allows you to search for specific text within a worksheet and replace it with other text.

You can access Find and Replace from the Home tab on the Excel ribbon in the Editing group or by pressing Ctrl + H.

Using Data Tools for Text Manipulation:

Excel's Data tab offers various tools for manipulating text data, such as Text to Columns, Flash Fill, and Remove Duplicates.

These tools can help you split text into separate columns, automatically fill in data patterns, and remove duplicate values.