

Advance Excel Assignment 5

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

Any cell or range of cells can have up to three separate conditions.

Your three conditions, for example, could be:

If the number is 0, colour the cell red.

1) Color the cell orange if the number is zero.

2) If the number is more than zero, colour the cell green.

The Initial condition

The range of cells "B2:E5" will be conditionally formatted, and all of the cells will be shaded to indicate whether they are negative, zero, or positive.

Select the range of cells to which conditional formatting should be applied, in this case cells "B2:E5".

The Second Condition

By pressing the "Add" button, you can add another criteria.

In the first drop-down box, choose "Cell Value Is" and "equal to" in the second dialogue box.

In the third box, type 0 for the constant value.

To apply your desired formatting, click the Format button; in this case, we're only applying an orange background.

Condition three

By pressing the "Add" button, you can add another criteria.

In the first drop-down box, choose "Cell Value Is" and "greater than" in the second dialogue box.

In the third box, type 0 for the constant value.

To apply your desired formatting, click the Format button; in this case, we're only putting a green background.

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

Click Cell Styles in the Styles group on the Home tab. Click the More button in the lower right corner of the Styles box if you don't see the Cell Styles button.

Click New Cell Style towards the bottom of the drop-down selection.

Type a name for your new cell style in the Style name box (in our example, Bottom double border), and then click Format.

The Format Cells dialogue box will open. Select the line style, line colour, and borders of interest from the Border tab. When you're finished, click OK.

Clear the boxes for any formatting you don't want to include in the new style in the Style dialogue box, then click OK. Done!

Simply follow these steps to apply your custom border style:

Choose the cells you want to format.

Click the style you made in the Styles group on the Home tab. It usually shows in the Styles box's top left corner. If you don't see it there, click the More button next to the Styles box, then select Custom to find your new style.

3. How to Format Numbers as Currency in Excel?

Click the Dialog Box Launcher next to Number on the Home tab. You can also enter the Format Cells dialogue box by pressing Ctrl+1. Click Currency or Accounting in the Category list of the Format Cells dialogue box. Select the desired currency symbol in the Symbol box.

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

To open the Format Cells dialogue box, click the icon next to Number on the Home tab, in the Number group. Click Percentage in the Category list of the Format Cells dialogue box. Enter the number of decimal places you want to show in the Decimal places box.

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

Merge Cells: ALT H+M+M.

Merge & Center: ALT H+M+C.

Merge Across: ALT H+M+A.

6. How do you use text commands in Excel?

Pick the column or range where the data will be placed, then press CTRL+1 to open the Format > Cells dialogue and select Text on the Number tab. Excel will now maintain your leading zeros. You can use the TEXT function to restore your leading 0s if you've previously entered data and Excel has erased them.

Some text functions:

1. LEN Function

The LEN function calculates the number of characters in a value. Simply put, the LEN function allows you to count the number of characters in a value. You can either refer to a cell or directly enter the value into the function.

2. FIND Function

The FIND function produces a number that represents the beginning of a substring in a string. Simply put, you may get the starting point of a string from another string by using the find function.

3. SEARCH Function

The SEARCH function produces a number that represents the beginning of a substring within a string. Simply said, the SEARCH function allows you to search (non-case sensitively) for the beginning position of a text string from another string.