**EXCEL JOB PREPARATION ASSIGNMENT-1**

1Ans: Use conditional formatting to help you visually explore and analyze data, detect critical issues, and identify patterns and trends.

Conditional formatting makes it easy to highlight interesting cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets that correspond to specific variations in the data.

A conditional format changes the appearance of cells on the basis of conditions that you specify. If the conditions are true, the cell range is formatted; if the conditions are false, the cell range is not formatted. There are many built-in conditions, and you can also create your own (including by using a formula that evaluates to True or False).

2Ans: Highlight the cell range, Click on **Conditional Formatting > Highlight Cell Rules > Text** that Contains to create the Rule, then type YES in the Text that Contains dialog box.

4Ans: Merge Cells combines all selected cells into one cell. ... Merge & Center does the same thing as Merge Cells, but it also centers the text horizontally. The Merge Across command joins cells across columns, but not rows. If the cells contain text, only the value in the leftmost cell will be maintained

5Ans : Select all the cells you want to combine.

Make the column wide enough to fit the contents of all cells.

On the Home tab, in the Editing group, click Fill > Justify. ...

Click Merge and Center or Merge Cells, depending on whether you want the merged text to be centered or not.

6Ans: Select the text or graphic that has the formatting that you want to copy.

On the **Home** tab, click **Format Painter.**

Use the brush to *paint* over a selection of text or graphics to apply the formatting. This only works once. To change the format of multiple selections in your document, you must first double-click **Format Painter**.

To stop formatting, press ESC.