**Advance Excel Assignment 5**

**1.Ans:** Microsoft Excel offers several conditions that you can use for conditional formatting. These conditions allow you to format cells based on specific criteria. The exact number of available conditions may vary depending on the version of Excel you are using, as Microsoft occasionally adds new features and conditions in updates.

As of Excel 2019 and Excel 365, some common conditions for conditional formatting include:

1. Greater Than
2. Less Than
3. Equal To
4. Text That Contains
5. Date Occurring
6. Duplicate Values
7. Top/Bottom Rules
8. Above/Below Average
9. Data Bars
10. Colour Scales
11. Icon Sets

**2.Ans:** We can insert borders in Excel using the "Format Cells" dialog box. Here are the steps to do it:

1. Select the cells or range of cells to which you want to add borders. You can select a single cell, a group of cells, or an entire worksheet.
2. 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 and click on the "Format" dropdown in the "Cells" group. From there, select "Format Cells."
3. In the "Format Cells" dialog box that opens, go to the "Border" tab.
4. You will see various border options in the dialog box. You can add borders to different sides of the selected cells by clicking on the corresponding buttons (e.g., "Outline" will add a border around the selected range, "Inside" will add borders between the cells within the range).
5. To customize the border style, line colour, and line style, you can use the options in the "Line" section of the dialog box.
6. After selecting the desired border options, click the "OK" button to apply the borders to the selected cells.

**3.Ans:** We can format numbers as currency in Excel by following steps:

1. Select the cells or range of cells that you want to format as currency.
2. Go to the "Home" tab in the Excel ribbon.
3. In the "Number" group, you'll find a drop-down box in the Number Format section. Click on this drop-down box. It usually displays "General" by default.
4. From the drop-down menu, select "Currency." This will apply a predefined currency format to the selected cells.
5. By default, Excel will use the currency format that's set in your Windows Regional settings. To change the currency symbol or number of decimal places, you can customize the format further:

a. Right-click on the selected cells and choose "Format Cells."

b. In the "Format Cells" dialog box, go to the "Number" tab.

c. In the "Category" list, select "Currency."

d. In the "Symbol" field, you can choose the currency symbol you want to use or leave it as it is.

e. We can also set the number of decimal places under the "Decimal places" option.

f. Click "OK" to apply the customized currency format.

Your selected cells should now be formatted as currency, with the currency symbol and decimal places displayed according to your preferences.

**4.Ans:** We can format numbers in Excel with the "Percent Style" by following these steps:

1. Select the cell or range of cells containing the numbers you want to format as percentages.
2. Go to the "Home" tab on the Excel ribbon.
3. In the "Number" group, you'll find a dropdown box with various number formats. By default, it often displays "General." Click on the dropdown box to open the list of number formats.
4. From the list, select "Percent." This will format the selected cells as percentages.

**5.Ans:** In Excel, you can merge two or more cells using the "Merge & Center" option. Here's how you can do it using a keyboard shortcut:

1. Select the cells you want to merge. You can select multiple cells by clicking and dragging your mouse cursor over them.
2. Press and hold the "Alt" key on your keyboard.
3. While holding the "Alt" key, press "H" (for the "Home" tab).
4. Release the "Alt" key.
5. Now, press "M" (for "Merge & Center"). If you want to merge without centering the text, you can press "M" again to select "Merge Across" or "Merge Cells."

**6.Ans**: In Excel, you can use text commands or functions to manipulate and work with text data in various ways. Text functions allow you to perform operations like extracting portions of text, manipulating text, finding specific characters or words within text, and more. Here are some commonly used text functions and how to use them:

1. CONCATENATE: This function combines multiple text strings into a single text string.

Example:

=CONCATENATE("Hello", " ", "World")

This formula will result in "Hello World."

1. LEFT and RIGHT: These functions extract a specified number of characters from the left or right side of a text string.

Example:

=LEFT("Excel", 3)

This formula will result in "Exc."

1. MID: This function extracts a specific number of characters from the middle of a text string, starting at a given position.

Example:

=MID("Excel Functions", 7, 8)

This formula will result in "Functions."

1. LEN: This function returns the number of characters in a text string.

Example:

=LEN("Excel")

This formula will result in 5.

1. UPPER and LOWER: These functions change text to uppercase or lowercase, respectively.

Example:

=UPPER("excel")

This formula will result in "EXCEL."

1. PROPER: This function capitalizes the first letter of each word in a text string.

Example:

=PROPER("excel functions")

This formula will result in "Excel Functions."

1. SUBSTITUTE: This function replaces occurrences of a specified substring with another substring in a text string.

Example:

=SUBSTITUTE("I like apples", "apples", "bananas")

This formula will result in "I like bananas."

1. FIND: This function returns the position of a specified substring within a text string.

Example:

=FIND("o", "Hello")

This formula will result in 5 because "o" is found at the 5th position in "Hello."

1. TEXT: This function allows you to format a value as text using a specified format.

Example:

=TEXT(TODAY(), "yyyy-mm-dd")

This formula will display the current date in the format "yyyy-mm-dd."