

## **Advance Excel Assignment – 5**

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

Ans. – There are 5 types of conditional formatting available in excel:

- i) Background Color Shading (of cells)
- ii) Foreground Color Shading (of fonts)
- iii) Data Bars.
- iv) Icons (which have 4 different image types)
- v) Values.

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

Ans. – To insert borders in excel using format cells dialog box:

- i) Click Format button on Cells group of Home ribbon.
- ii) Select format cells.
- iii) Click Border Tab.
- iv) Select Line style, color & border style.
- v) Click OK.

Que.3) How to Format Numbers as Currency in Excel?

Ans. – To format numbers as currency:

- i) Select the cells to be formatted as currency.
- ii) Select the currency from drop down menu of number group of Home ribbon.

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

Ans. – To format numbers as percentage:

- i) Select the cells to be formatted as percentage.
- ii) Select the percentage from drop down menu of number group of Home ribbon.

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

Ans. – Shortcut to Merge two or more Cells in Excel:

- i) Merge Cells: ALT H+M+M.
- ii) Merge & Center: ALT H+M+C.
- iii) Merge Across: ALT H+M+A.
- iv) Unmerge Cells: ALT H+M+U.

Que.6) How do you use text commands in Excel?

Ans. – We use formula to use text commands in excel. Some frequently used text formulas are:

- i) Left(): To extract the leftmost characters from a string. Syntax = left(text, num\_char) Similarly, Right function can be used to extract the rightmost characters from a string.
- ii) Len (): To know the length of a string that is number of characters in a string. Syntax = LEN(text)
- iii) Mid (): To extract the characters from the middle of a string. Syntax = MID(text, start\_char, num\_chars)
- iv) Find (): To know the position of certain characters in a particular string. Syntax =FIND(find\_text, within\_text,[start\_num])
- v) Proper (): To capitalize each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)
- vi) Rept (): Rept function in Excel is used to be repeat a text certain number of times. Syntax =REPT(Text, number\_times)
- vii) Trim(): Trim function in Excel removes the unnecessary spaces from a particular string. Syntax =TRIM(Text )
- viii) Upper(): Converts the text into Upper case from lower case. Syntax =UPPER(Text )
- ix) Substitute (): To replace existing text with a new text in a particular string. Syntax =SUBSTITUTE(text, old\_text, new\_text, instance number)
- x) Concatenate (): Concatenate function in Excel helps to join the text of two or more cells. Syntax =CONCATENATE(text1, text2....)