

## Advance Excel Assignment 5:

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

Ans. Conditional formatting has many special features such as:

- Highlight cell rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon sets
- New Rule Feature

Inside New Rule Feature, several different rules are there to perform custom formatting on particular values. Such as,

- Format all cells based on their value
- Format only cells that contain
- Format only top or bottom ranked values
- Format only those values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Except that a user can include up to three different conditions on any cell or range of cells.

For example, those three conditions can be:

- 0) If the number  $< 0$  then shade the cell red
- 1) If the number  $= 0$  then shade the cell orange
- 2) If the number  $> 0$  then shade the cell green

Furthermore, there are 5 types of conditional formatting visualizations available:

- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Data Bars

- Icons (which have 4 different image types)
- Values

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

Ans. To insert a border in excel using the Format Cell dialog, first of all, select single or multiple cells where a border is required. Then, click the down arrow next to the **Borders** button inside the home tab, then click on more borders so that the Format Cells dialog will appear. Then, from the available tabs inside the Format Cells dialog, select the border tab, select the line style and color first. Then, make selection according to your need from the available different pre-defined borders, then click ok.

Shortcuts to use different borders from Format Cells dialog.

- Left border: Alt + L
- Right border: Alt + R
- Top border: Alt + T
- Bottom border: Alt + B

## 3. How to Format Numbers as Currency in Excel?

Ans. Go to the home tab and select the number format box and then select currency inside the number format box and can choose your required currency type.

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

Ans. Go to the home tab and select the number format box and click on the small symbol down and a format dialog box will open then select the percentage field inside the number tab and can set decimal values according to your choice.

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

Ans. First, select the cells which need to be merged and then press these keys together.

Shortcut: Alt + H + M + M

6. How do you use text commands in Excel?

Ans. There are several ways to use text commands in Excel. First of all, text commands help to combine numbers with text or symbols and display numbers in a more readable format. This command changes the way a number appears by applying formatting.

Syntax:

TEXT (Value you want to format, "Format code you want to apply")

Example 1:

=TEXT(TODAY(),"**MM/DD/YY**")

Today's date in MM/DD/YY format, like 07/03/22

Example 2:

=TEXT(TODAY(),"**DDDD**")

Today's day of the week, like Sunday

Note: All the excel practice work and projects are uploaded in GitHub repository. For practice, many excel programs are completed using several functions and most of the questions in the assignment are covered using some practical real life examples which I have uploaded in form of excel files in GitHub repository.