**Advance Excel Assignment 5**

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

Answer: There are three main types of conditions available in conditional formatting in Excel:

Cell Value: Format cells based on their specific values.

Formula: Apply formatting based on a specified formula.

Top/Bottom Rules: Format cells that are in the top or bottom percentage or number of a range.

1. How to insert a border in Excel with the Format Cells dialog?

Answer: To insert a border in Excel using the Format Cells dialog:

Select the cells or range you want to format.

Right-click and choose "Format Cells."

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

Choose the desired border style under "Line."

Select the location of the border (e.g., Outline, Inside, Outside).

Click "OK" to apply the border.

1. How to Format Numbers as Currency in Excel?

Answer: To format numbers as currency in Excel:

Select the cells containing the numbers you want to format.

Go to the "Home" tab on the ribbon.

In the "Number" group, click on the dropdown arrow next to the Number Format box.

Choose "Currency" from the list. You can also use the shortcut Ctrl + Shift + $.

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

Answer:

Select the cells containing the numbers you want to format.

Go to the "Home" tab on the ribbon.

In the "Number" group, click on the dropdown arrow next to the Number Format box.

Choose "Percent" from the list. You can also use the shortcut Ctrl + Shift + %.

1. What is a shortcut to merge two or more cells in Excel?

Answer: The shortcut to merge two or more cells in Excel is Alt + H + M + M. Pressing these keys in quick succession will merge the selected cells.

1. How do you use text commands in Excel?

Answer: Text commands in Excel are typically related to manipulating and formatting text in cells. Some examples include:

CONCATENATE Function: Combines multiple text strings into one.

Example: =CONCATENATE(A1, " ", B1)

LEFT Function: Extracts a specified number of characters from the beginning of a text string.

Example: =LEFT(A1, 5)

UPPER Function: Converts text to uppercase.

Example: =UPPER(A1)

LOWER Function: Converts text to lowercase.

Example: =LOWER(A1)

LEN Function: Returns the number of characters in a text string.

Example: =LEN(A1)