

Advance Excel Assignment 5

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

- Excel provides several types of conditions for conditional formatting, including:
 - Highlight Cells Rules (e.g., Greater Than, Less Than, Between, Equal To, Text that Contains, A Date Occurring, Duplicate Values)
 - Top/Bottom Rules (e.g., Top 10 Items, Top 10%, Bottom 10 Items, Bottom 10%, Above Average, Below Average)
 - Data Bars (e.g., Gradient Fill, Solid Fill)
 - Color Scales (e.g., Two-Color Scale, Three-Color Scale)
 - Icon Sets (e.g., Directional, Shapes, Indicators, Ratings)
 - Custom Conditional Formatting using formulas

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

- To insert a border using the Format Cells dialog:
 1. Select the cell or range of cells where you want to add a border.
 2. Right-click and choose "Format Cells" from the context menu, or press `Ctrl + 1` to open the Format Cells dialog.
 3. Go to the "Border" tab.
 4. In the Border section, select the desired line style and color.
 5. Click the buttons in the Border section to apply the border to the top, bottom, left, right, or around the selected cells.
 6. Click "OK" to apply the border.

3. How to Format Numbers as Currency in Excel?

- To format numbers as currency in Excel:
 1. Select the cells containing the numbers you want to format.
 2. Right-click and choose "Format Cells" from the context menu, or press `Ctrl + 1` to open the Format Cells dialog.
 3. Go to the "Number" tab.
 4. Select "Currency" from the Category list.
 5. Choose the desired currency symbol from the Symbol drop-down list.

6. Set the number of decimal places.

7. Click "OK" to apply the formatting.

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

- To format numbers with the Percent style:

1. Select the cells containing the numbers you want to format.

2. Right-click and choose "Format Cells" from the context menu, or press `Ctrl + 1` to open the Format Cells dialog.

3. Go to the "Number" tab.

4. Select "Percentage" from the Category list.

5. Set the number of decimal places.

6. Click "OK" to apply the formatting.

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

- To merge cells in Excel, you can use the shortcut `Alt + H + M + M`:

1. Select the cells you want to merge.

2. Press `Alt` to activate the ribbon.

3. Press `H` to select the Home tab.

4. Press `M` to open the Merge & Center dropdown.

5. Press `M` again to select "Merge & Center."

6. How do you use text commands in Excel?

- Text commands in Excel are functions that manipulate text strings. Some common text commands include:

- `CONCATENATE` or `CONCAT`: Combines multiple text strings into one.

- `LEFT`: Extracts a specified number of characters from the start of a text string.

- `RIGHT`: Extracts a specified number of characters from the end of a text string.

- `MID`: Extracts a specified number of characters from the middle of a text string.

- `LEN`: Returns the length of a text string.

- `TRIM`: Removes extra spaces from a text string, leaving only single spaces between words.

- `UPPER`: Converts text to uppercase.

- `LOWER` : Converts text to lowercase.
- `PROPER` : Capitalizes the first letter of each word in a text string.
- `TEXT` : Converts a number to text in a specified format.

To use these functions:

1. Select the cell where you want the result.
2. Enter the function followed by the appropriate arguments. For example, `=CONCATENATE(A1, " ", B1)` to combine the contents of cells A1 and B1 with a space in between.
3. Press `Enter` to execute the function.