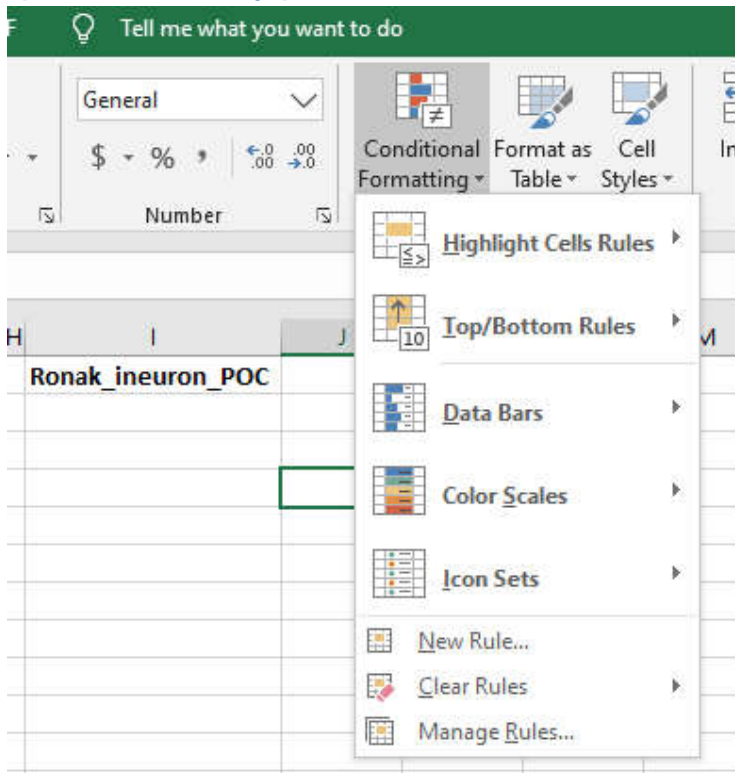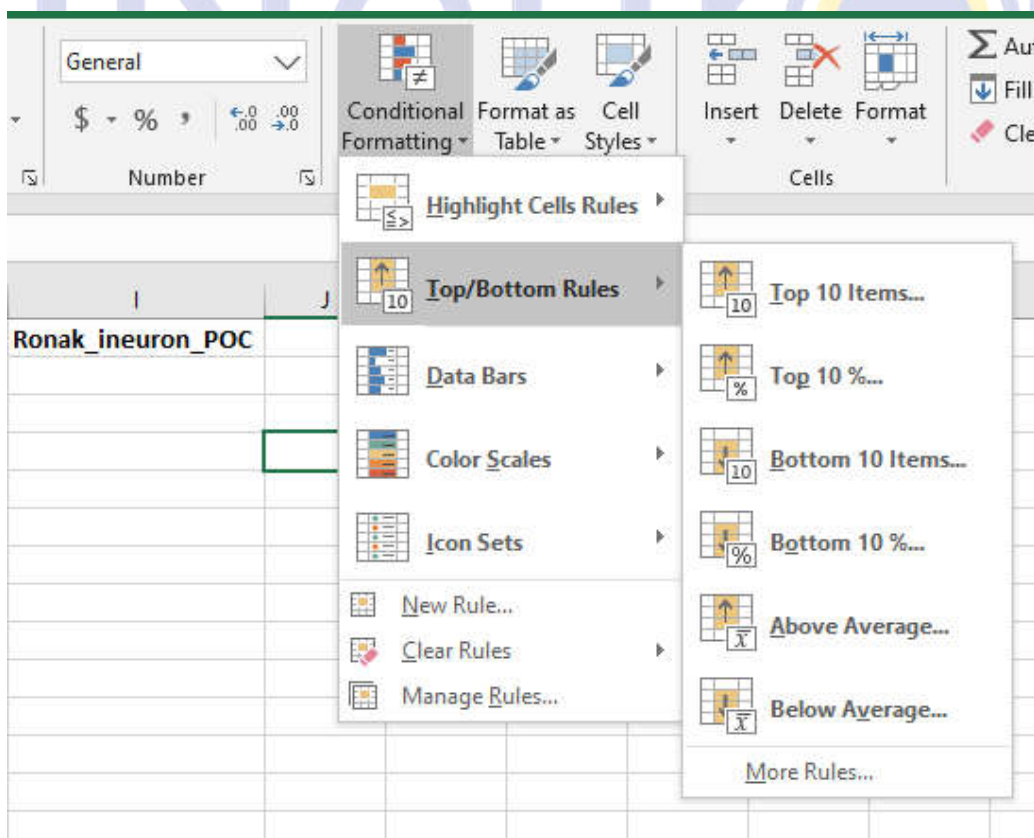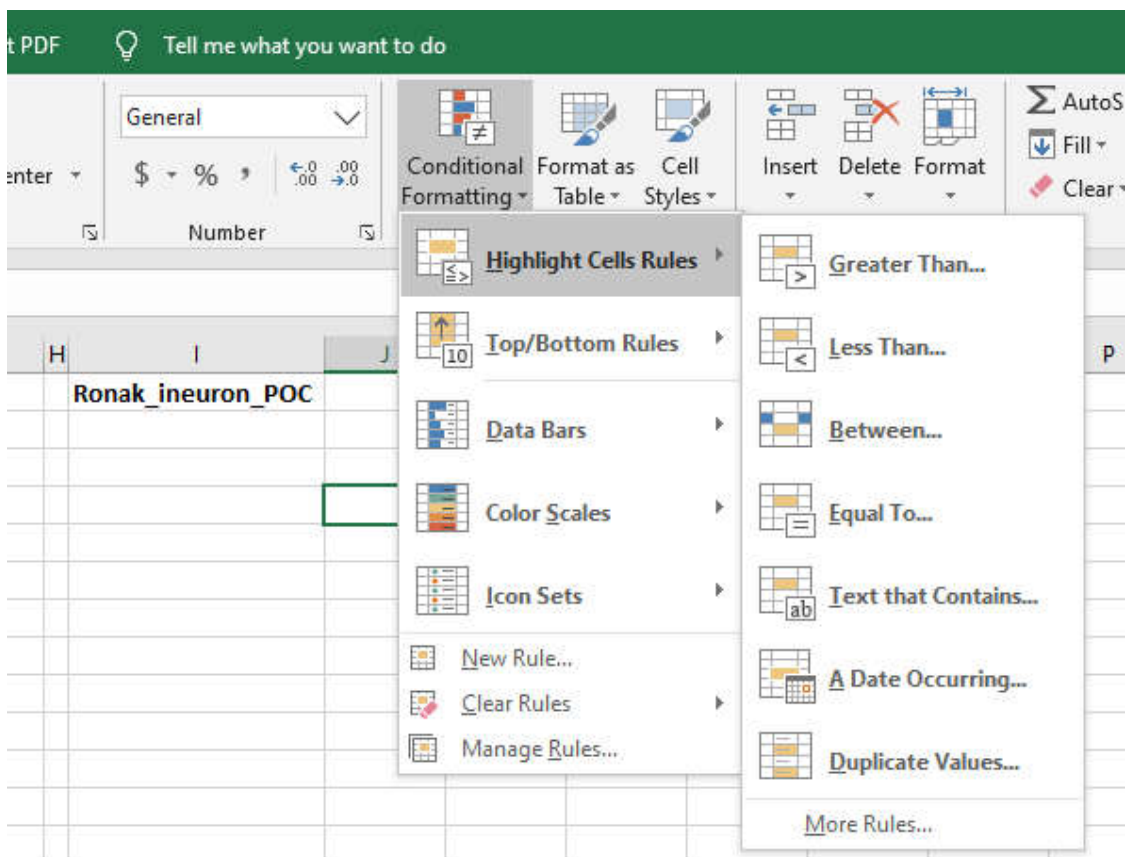# Advance Excel Assignment 5

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

There are various types of conditions available let me show with some screen shots what I practiced for my poc.

We can even apply conditions on selected rows/columns/tables from below screen shots.

2. How to insert border in Excel with Format Cells dialog?
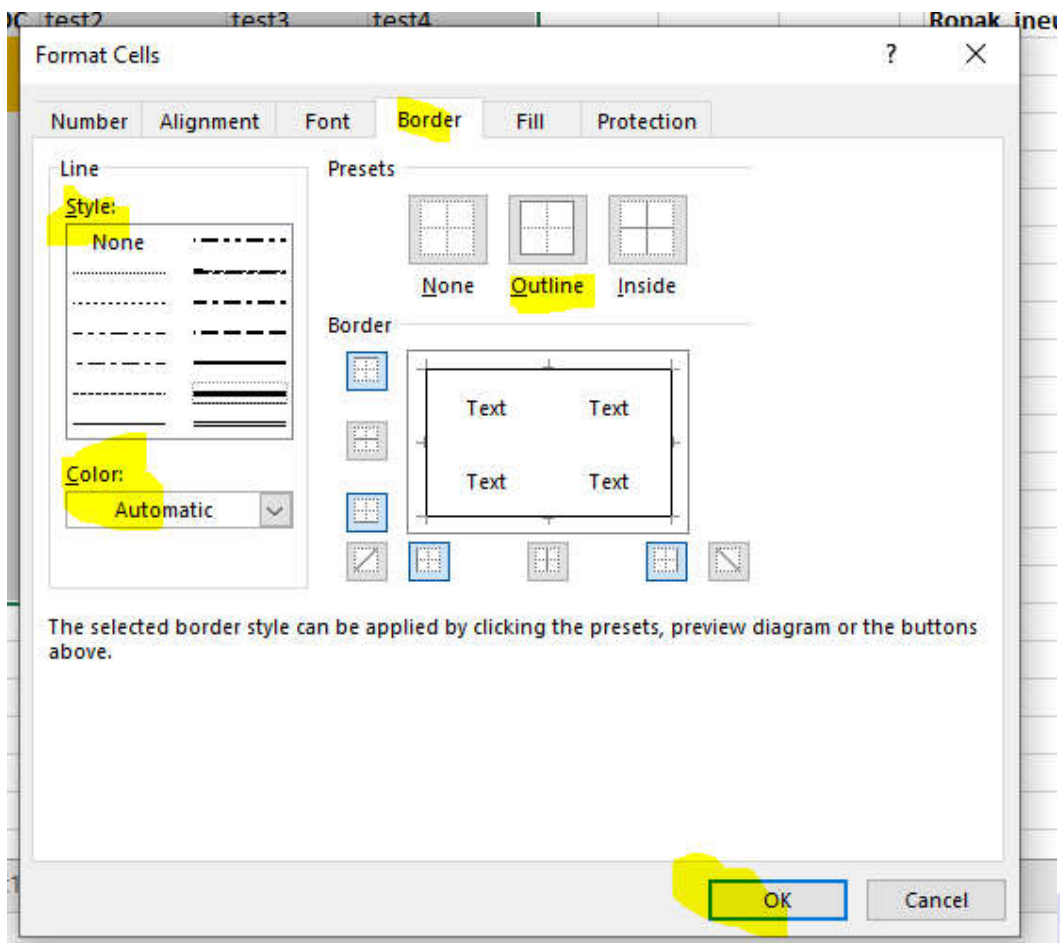
1st select the tables/rows/columns and then right click

	A	B	C	D	E
1	**Ronak_ineuron_POC**	test2	test3	test4	
2	**Sales Person**	**No. Customers**	**Net Sales**	**Profit / Loss**	
3		8	1,592	563	
4	Joseph	55	1,088	397	
5	vfv	52	1,680	753	
6	Josh	14	2,133	923	
7	Jamie	11	1,610	579	
8	Jackie	14	1,540	570	
9	Johnson	5	1,316	428	
10	Jonathan	8	4,353	709	
11	vfdv	6	1,624	621	
12	Jairam	8	726	236	
13	dfvf	1	2,277	4,534	
14	Javed	6	714	221	
15	Jimmy	9	2,682	1,023	
16	Juno				
17					

Now select format cell

	A	B	C	D
	Ronak_ineuron_POC	test2	test3	test4
	Sales Person	**No. Customers**	**Net Sales**	Profit
		8	1,592	
	Joseph	55	1,088	
	vfv	52	1,680	
	Josh	14	2,133	
	Jamie	11	1,610	
	Jackie	14	1,540	
	Johnson	5	1,316	
	Jonathan	8	4,353	
	vfdv	6	1,624	
	Jairam	8	726	
	dfvf	1	2,277	4,
	Javed	6	714	
	Jimmy	9	2,682	1,
	Juno			

Calibri 11 A A $ %
B I ≡ ▾ A ▾ ▾

- Cut
- Copy
- Paste Options:
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter ▶
- Sort ▶
- Get Data from Table/Range...
- Insert Comment
- Format Cells...
- Pick From Drop-down List...

Now select colours, outline, styles and click ok

Data Analytics Assignment 5 | Ronak Jitendrabhai Patel

Format Cells

| Number | Alignment | Font | Border | Fill | Protection |

Line

Style:

None

Color:

Automatic

Presets

None   Outline   Inside

Border

Text   Text

Text   Text

The selected border style can be applied by clicking the presets, preview diagram or the buttons above.

OK   Cancel

	A	B	C	D	E
1	Ronak_ineuron_POC	test2	test3	test4	
2	Sales Person	No. Customers	Net Sales	Profit / Loss	
3		8	1,592	563	
4	Joseph	55	1,088	397	
5	vfv	52	1,680	753	
6	Josh	14	2,133	923	
7	Jamie	11	1,610	579	
8	Jackie	14	1,540	570	
9	Johnson	5	1,316	428	
10	Jonathan	8	4,353	709	
11	vfdv	6	1,624	621	
12	Jairam	8	726	236	
13	dfvf	1	2,277	4,534	
14	Javed	6	714	221	
15	Jimmy	9	2,682	1,023	
16	Juno				
17					
18					

3. How to Format Numbers as Currency in Excel?

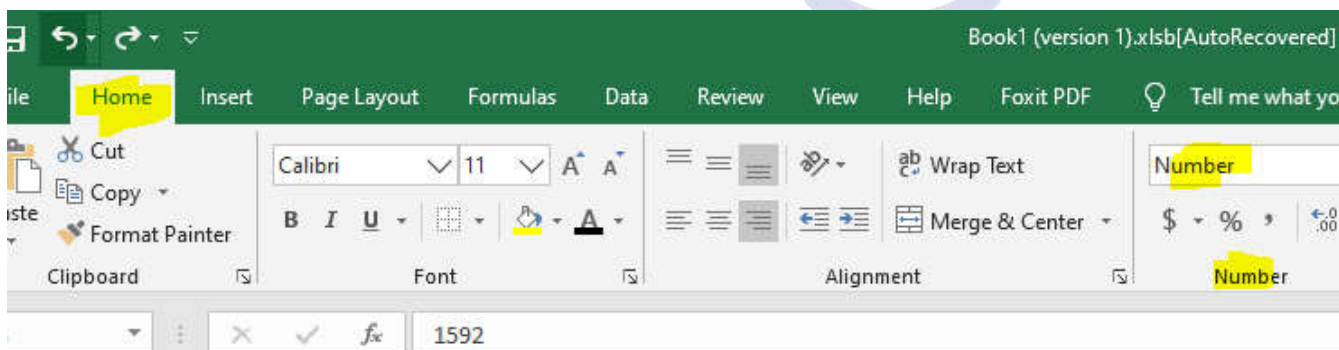Select cell and right click and format cell
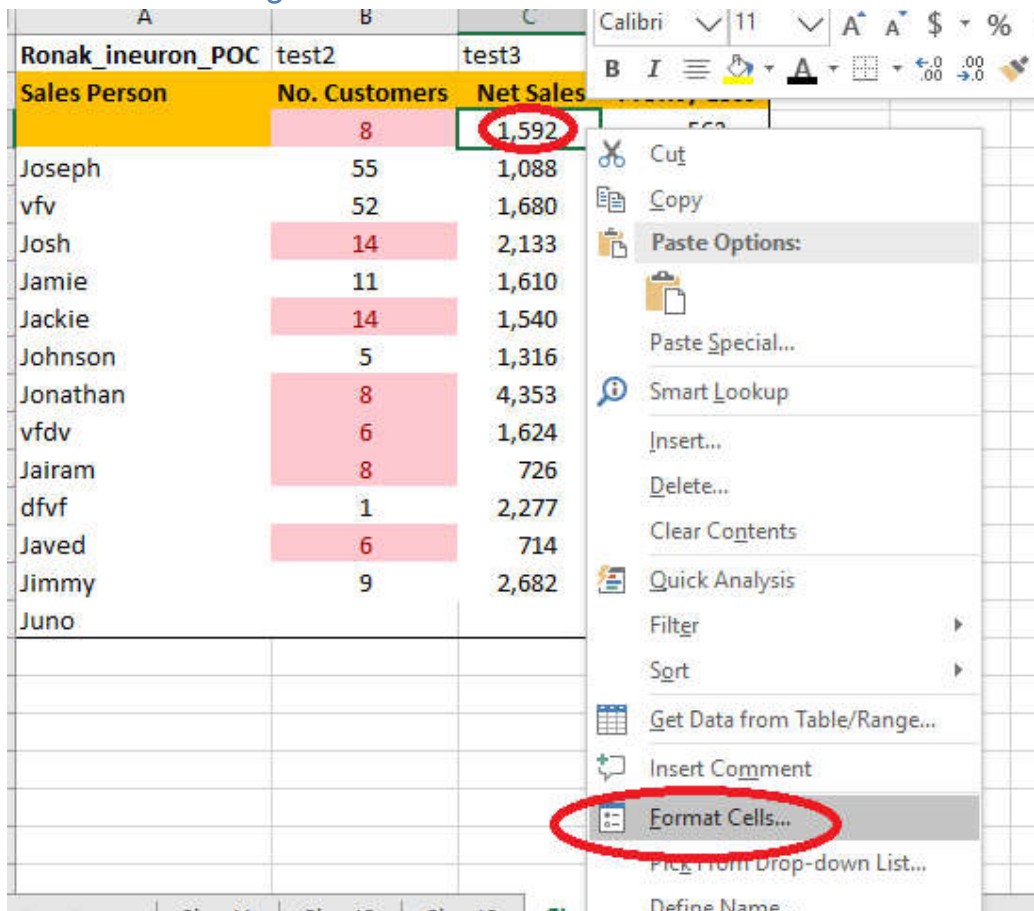
Now select currency, and also select upto decimal you want to show and finally click ok

Format Cells   ?   ✕

| Number | Alignment | Font | Border | Fill | Protection |

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

1,592

Decimal places: 0 ⬍

Symbol: None ⌄

Negative numbers:

-1,234
1,234
(1,234)
(1,234)

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK   Cancel

One more method is select cell

Book1 (version 1).xlsb[AutoRecovered]

| ile | **Home** | Insert | Page Layout | Formulas | Data | Review | View | Help | Foxit PDF | ♀ Tell me what yo |

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Format Painter

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≡ ≡ ≡   ≫ ▾

≡ ≡ ≡   ⇤ ⇥

ab Wrap Text

⊞ Merge & Center ▾

Number

$ ▾ % , ←.0 .00

Clipboard   Font   Alignment   **Number**

fx   1592

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

Method 1: select cell, right click, format cell, category->percentage->ok

Method 2: select cell, home->Numbers-> select percentage symbol.

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

ALT + H + M + M is the shortcut key to merge cells in excel.

ALT + H + M + U is the shortcut key to unmerge cells in excel.

6. How do you use text commands in Excel?
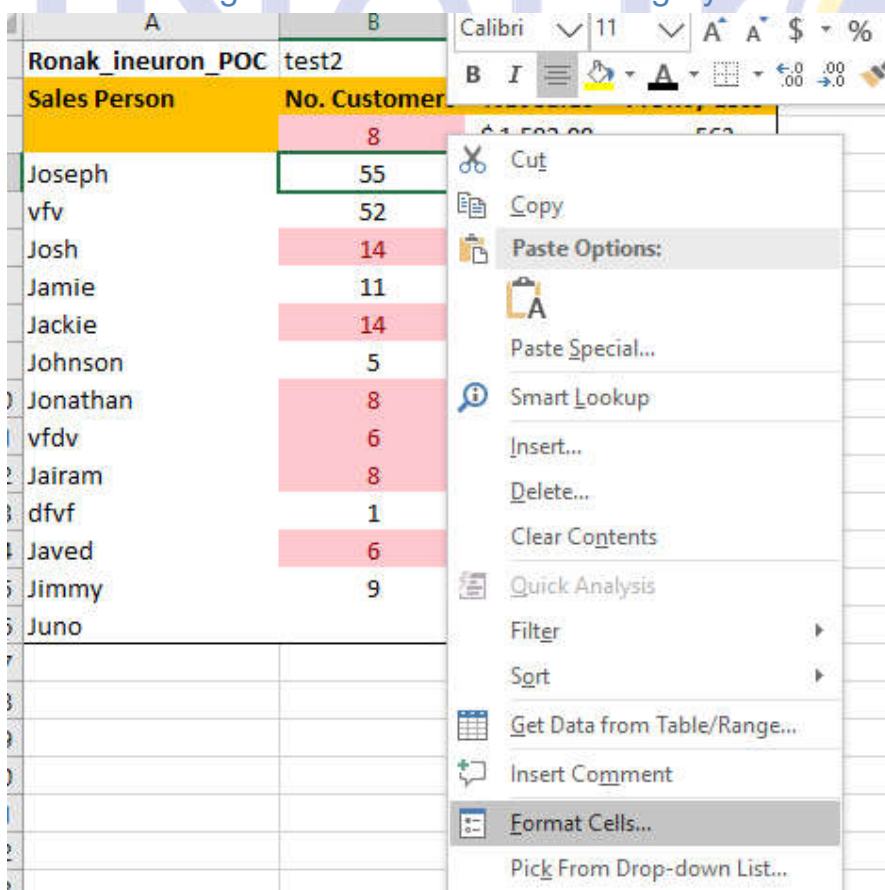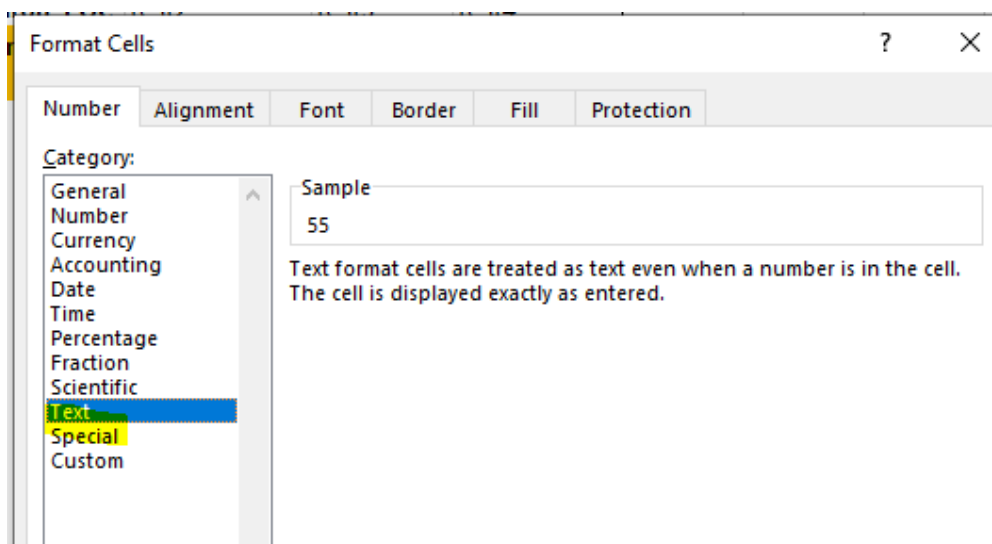
Select cell->right click->Format cell->category->select text->ok

Format Cells   ?   ×

Number   Alignment   Font   Border   Fill   Protection

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

55

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

Click ok

Just fyi - The TEXT function returns a number formatted as text, using the number format provided. You can use the TEXT function to embed formatted numbers inside text

SUM   ✕ ✓ *fx*   =TEXT(A20,"dd-mmm-yyyy")

	A	B	C	D	E	F
1	Ronak_ineuron_POC	test2	test3	test4		
2	Sales Person	No. Customers	Net Sales	Profit / Loss		
3		8	$ 1,592.00	563		
4	Joseph	55	1,088	397		
5	vfv	52	1,680	753		
6	Josh	14	2133			
7	Jamie	11	1,610			
8	Jackie	14	1,540			
9	Johnson	5	1,316	hmm		
10	Jonathan	8	4,353	709		
11	vfdv	6	1,624	621		
12	Jairam	8	726	236		
13	dfvf	1	2,277	4,534		
14	Javed	6	714	221		
15	Jimmy	9	2,682	1,023		
16	Juno					
17						
18						
19						
20		=TEXT(A20,"dd-mmm-yyyy")				
21		TEXT(value, format_text)				

One more example:

	Clipboard	⌐			Font		⌐		Alig

SUM ▾ : × ✓ *fx* =TEXT(B3,"0.0%")

◢	A	B	C	D	E
1	Ronak_ineuron_POC	test2	test3	test4	
2	Sales Person	No. Customers	Net Sales	Profit / Loss	
3		8	$ 1,592.00	563	
4	Joseph	55	1,088	397	
5	vfv	52	1,680	753	
6	Josh	14	2133		
7	Jamie	11	1,610		
8	Jackie	14	1,540		
9	Johnson	5	1,316	hmm	
10	Jonathan	8	4,353	709	
11	vfdv	6	1,624	621	
12	Jairam	8	726	236	
13	dfvf	1	2,277	4,534	
14	Javed	6	714	221	
15	Jimmy	9	2,682	1,023	
16	Juno				
17					
18					
19		=TEXT(B3,"0.0%")			
20		0 TEXT(value, **format_text**)			
21					

E18 ▾ : × ✓ *fx*

◢	A	B	C	D	
1	Ronak_ineuron_POC	test2	test3	test4	
2	Sales Person	No. Customers	Net Sales	Profit / Loss	
3		8	$ 1,592.00	563	
4	Joseph	55	1,088	397	
5	vfv	52	1,680	753	
6	Josh	14	2133		
7	Jamie	11	1,610		
8	Jackie	14	1,540		
9	Johnson	5	1,316	hmm	
10	Jonathan	8	4,353	709	
11	vfdv	6	1,624	621	
12	Jairam	8	726	236	
13	dfvf	1	2,277	4,534	
14	Javed	6	714	221	
15	Jimmy	9	2,682	1,023	
16	Juno				
17					
18					
19		800.0%			
20		00-Jan-1900			
21					
22					