

# Advance Excel Assignment 5

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

->Different Types of Conditional Formatting in Excel: 5 Different Types

### 1. Highlight Cells Rules

- Cell Value Is Greater Than Particular Value
- Cell Value Is Lesser Than Particular Value
- Cell Values Between Two Values
- Cell Value Is Equal to Particular Value
- Cell Containing Particular Text
- Cell Containing Particular Dates
- Duplicate Cell Values

### 2. Top and Bottom Rules

- Top Values from Data Set
- Top 10% Values from Data Set
- Bottom Values from Data Set
- Bottom 10% Values from Data Set
- Above Average Values of Data Set
- Below Average Values of Data Set

### 3. Data Bars

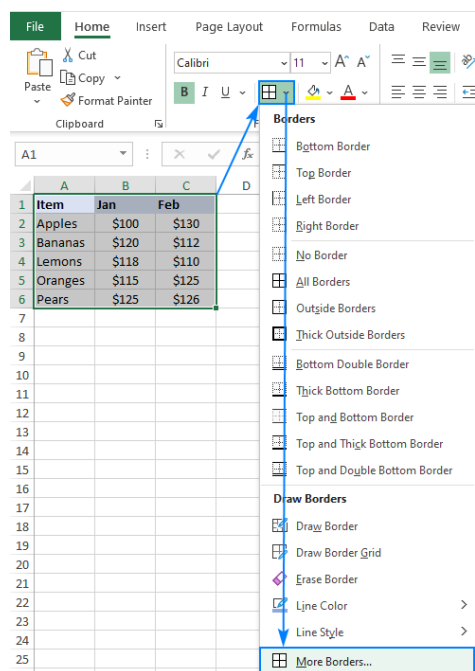
### 4. Color Scales

### 5. Icon Sets

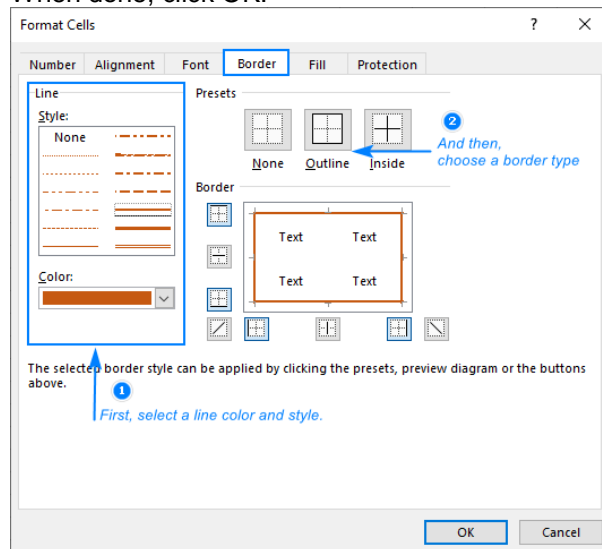
## 2. How to insert border in Excel with Format Cells dialog?

->To insert a border via the *Format Cells* dialog, this is what you need to do:

1. Select one or more cells to which you'd like to add borders.
2. Open the *Format Cells* dialog box by doing one of the following:
  - Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
  - Right click the selected cells and choose *Format Cells...* from the context menu.
  - Press **Ctrl+1** shortcut.



3. In the *Format Cells* dialog box, switch to the **Border** tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
4. When done, click OK.



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

-> Use the Format Cells dialog (Ctrl+1) or Home > Number > Accounting Number Format option to apply a currency formatting to a cell.

To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press Ctrl+Shift+\$.

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

->The *Percentage* format displays the cell value with a percent symbol. The only option that you can change is the number of decimal places.

To quickly apply the Percentage format with no decimal places, use the **Ctrl+Shift+%** shortcut.

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

-> Merge Cells: ALT H+M+M.

Merge & Center: ALT H+M+C.

Merge Across: ALT H+M+A.

Unmerge Cells: ALT H+M+U

## 6. How do you use text commands in Excel?

->The **TEXT** function lets you change the way a number appears by applying formatting to it with **format codes**. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

In its simplest form, the TEXT function says:

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

Here are some popular examples, which you can copy directly into Excel to experiment with on your own. Notice the format codes within quotation marks.

Formula	Description
=TEXT(1234.567,"\$#,##0.00")	Currency with a thousands separator and 2 decimals, like \$1,234.57. Note that Excel rounds the value to 2 decimal places.
=TEXT(TODAY(),"MM/DD/YY")	Today's date in MM/DD/YY format, like 03/14/12
=TEXT(TODAY(),"DDDD")	Today's day of the week, like Monday
=TEXT(NOW(),"H:MM AM/PM")	Current time, like 1:29 PM
=TEXT(0.285,"0.0%")	Percentage, like 28.5%
=TEXT(4.34,"# ?/?")	Fraction, like 4 1/3
=TRIM(TEXT(0.34,"# ?/?"))	Fraction, like 1/3. Note this uses the TRIM function to remove the leading space with a decimal value.
=TEXT(12200000,"0.00E+00")	Scientific notation, like 1.22E+07
=TEXT(1234567898,"[<=9999999]###-####;(###)###-####")	Special (Phone number), like (123) 456-7898
=TEXT(1234,"0000000")	Add leading zeros (0), like 0001234
=TEXT(123456,"##0° 00' 00'")	Custom - Latitude/Longitude