**Advance Excel Assignment 5**

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

**Ans**: There are 5 types of conditional formatting:

A. Background Color Shading (of cells)

B. Foreground Color Shading (of fonts)

C. Data Bars

D. Icons (which have 4 different image types)

E. Values.

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

**Ans**:

A. Click Format button on Cells group of Home ribbon.

B. Select format cells.

C. Click Border Tab.

D. Select Line style, color & border style.

E. Click OK.

**3.**How to Format Numbers as Currency in Excel

**Ans**:

A. Select the cells to be formatted as currency.

B. Select the currency from drop down menu of number group of Home ribbon.

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

**Ans**:

A. Select the cells to be formatted as percentage.

B. Select the percentage from drop down menu of number group of Home ribbon.

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

**Ans**:

A. Merge Cells: ALT H+M+M.

B. Merge & Center: ALT H+M+C.

C. Merge Across: ALT H+M+A.

D. Unmerge Cells: ALT H+M+U.

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

**Ans**:

A. Left(): To extract the leftmost characters from a string. Syntax = left(text, num\_char) Similarly, Right function can be used to extract the rightmost characters from a string.

B. Len (): To know the length of a string that is number of characters in a string. Syntax = LEN(text)

C. Mid (): To extract the characters from the middle of a string. Syntax = MID(text, start\_char, num\_chars)

D. Find (): To know the position of certain characters in a particular string. Syntax =FIND(find\_text, within\_text,[start\_num])

E. Proper (): To capitalize each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)

F. Rept (): Rept function in Excel is used to be repeat a text certain number of times. Syntax =REPT(Text, number\_times)

G. Trim(): Trim function in Excel removes the unnecessary spaces from a particular string. Syntax =TRIM(Text )

H. Upper(): Converts the text into Upper case from lower case. Syntax =UPPER(Text )

I. Substitute (): To replace existing text with a new text in a particular string. Syntax =SUBSTITUTE(text, old\_text, new\_text, instance number)

J. Concatenate (): Concatenate function in Excel helps to join the text of two or more cells. Syntax =CONCATENATE(text1, text2….)