**Advance Excel Assignment – 5**

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

Ans: Excel offers several types of conditions for Conditional Formatting. Here are the main ones:

1. **Highlight Cell Rules**: This includes conditions like greater than, less than, between, equal to, text that contains, a date occurring, duplicate values, and more.
2. **Top/Bottom Rules**: These rules allow you to format cells that are in the top 10 items, top 10%, bottom 10 items, bottom 10%, above average, and below average.
3. **Data Bars**: Visualize data by filling a portion of each cell's background with a color bar.
4. **Color Scales**: Use color gradients to show how values vary across a range, with different colors representing different value ranges.
5. **Icon Sets**: Apply different icons to cells based on their values, such as arrows, traffic lights, stars, and more.
6. **Custom Rules**: Use formulas to set your own conditions for formatting cells.

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

Ans: To insert a border in Excel using the Format Cells dialog, follow these steps:

* Highlight the cells you want to border.
* Right-click, choose "Format Cells" or press **Ctrl** + **1**.
* Click on "Border."
* Select the line style and color.
* Click the border buttons around the preview box.
* Click "OK."

3. How to Format Numbers as Currency in Excel?

Ans: To format numbers as currency in Excel, follow these steps:

* Highlight your numbers.
* Right-click, choose "Format Cells" or press **Ctrl** + **1**.
* Click on "Number."
* Choose "Currency."
* Pick currency symbol and decimal places.
* Click "OK."

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

Ans: To format numbers in Excel with the Percent style, follow these steps:

* Highlight your numbers.
* Right-click, choose "Format Cells" or press **Ctrl** + **1**.
* Click on "Number."
* Choose "Percentage."
* Specify decimals.
* Click "OK."

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

Ans: Highlight the cells you want to merge. Then press **Alt** + **H** + **M** + **M**.

This will merge the selected cells and center the content.

6. How do you use text commands in Excel?

Ans: Here are some common text commands (also known as text functions) and how to use them:

1. **CONCATENATE or CONCAT**: Joins two or more text strings into one.

=CONCATENATE(A1, " ", B1) or =CONCAT(A1, " ", B1)

1. **LEFT**: Extracts a specified number of characters from the start of a text string.

=LEFT(A1, 5)

1. **RIGHT**: Extracts a specified number of characters from the end of a text string.

=RIGHT(A1, 3)

1. **MID**: Extracts characters from the middle of a text string, given a starting position and length.

=MID(A1, 2, 4)

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

=LEN(A1)

1. **FIND**: Finds the position of a specific character or substring within a text string (case-sensitive).

=FIND("a", A1)

1. **SEARCH**: Finds the position of a specific character or substring within a text string (not case-sensitive).

=SEARCH("a", A1)

1. **UPPER**: Converts all characters in a text string to uppercase.

=UPPER(A1)

1. **LOWER**: Converts all characters in a text string to lowercase.

=LOWER(A1)

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

=TRIM(A1)

1. **REPLACE**: Replaces part of a text string with a different text string.

=REPLACE(A1, 2, 3, "new")