Advance Excel Assignment 5

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

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

3. How to Format Numbers as Currency in Excel?

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

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

6. How do you use text commands in Excel?

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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

Answer: Several conditional formatting are available:

1. Cell Value: It allows you to apply formatting based on the value of the cell, such as applying a different color to cells that contain a value above or below a certain threshold.
2. Text: It allows you to apply formatting based on the specific text in the cell, such as applying red color to cells that contain the work "urgent"
3. Date: It allows you to apply formatting based on the date in cell, such as apply different colour to cells which data falls in certain range
4. Duplicate Values: Apply different colors on the cells which have duplicate or same values in column
5. Top/Bottom Rules: Allows to apply formatting to the top or bottom n items in a range, such as a different color for top 10% of values in a range
6. Data Bars: allows to display a data bar in cell that reflects the value of the cell relative to the other values in the range
7. Color Scales: Allows you to apply a color scale to the cells in a range, with the cells being shaded based on their value relative to the other values in the range.

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

Answer: Right click→ Format Cells, then go to Border Tab, choose border and click OK

3. How to Format Numbers as Currency in Excel?

Answer: Showing 2 ways,

1. Right click-> format cells, then in Number tab, go to currency, select format and OK
2. Ctrl + shift+4 ($)

4. What are the steps to format numbers in Excel with the Percent style?
   Answer: Showing 2 ways,
   a. Right click on the cell, click Format cells, In Number Tab, click percentage and OK
   b. On ribbon , go to Home, in Number grouping, there is % icon, click on that

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

Answer: Click the first cell and press Shift while you click the last cell in the range you want to merge. Important: Make sure only one of the cells in the range has data. Click Home > Merge & Center.

6. How do you use text commands in Excel?

Answer: Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.