Advance Excel Assignment 5

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

Ans. A. Format values greater, lesser than, between and equal to

B. Format values above or below the average.

C. Highlight the top or bottom 10 items.

D. Highlight the top or bottom 10 %.

E. Highlight the duplicate or unique items.

F. Format a date falling between a certain period.

G. Format a text containing certain words or characters.

H. Format cells using custom formulas.

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

Ans. Step1: Select the cell you want to insert border then click format in home tab.

Step2: Click format cells.

Step3: Click border option in the dialog box.

Step4: Choose style, color and border line and click ok.

1. How to Format Numbers as Currency in Excel?

Ans. To show numbers as currency, you can apply either the Currency format or the accounting format. Select the cells you want to format and then in the number group on the home tab, click the down arrow in number format box and then select either currency or accounting.

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

Ans. To format numbers in excel with the percent style, Select the cells you want to format and then in the number group select % sign.

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

Ans. CTRL + H + M + M

1. How do you use text commands in Excel?

Ans. We can use text commands in excel using text functions.  
Syntax: TEXT(Value, format\_text)

Value: This is the number to be converted to a text string. Apart from a number, a date, time or cell reference can also be supplied to the TEXT excel function. The cell reference can contain either a number or an output of another function which can be a number or date.

Format\_text: This is the format to be applied to the “value” argument. It is also called the format code. It is entered within double quotation marks in the TEXT formula of Excel. For instance, “0.00,” “dd/mm/yyyy,” “hh:mm:ss,” and so on are format codes.