**Excel Job Preparation Assignment 1**

1. **Explain conditional formatting and how to utilise it in Excel in a few words.**

**Ans:**

**Conditional Formating allows you to format a cell**

**Based on value present in it.**

**For e.g.**

**If you want to highlight all the cells which contain value less than 30 with red color You can do that using conditional formatting.**

1. **In conditional formatting, how do you make an if statement?**

**Ans:**

**Any conditional formatting argument must generate a TRUE result, meaning that at a literal level, your conditional formatting rule is an If/Then statement along the lines of “If this condition is TRUE, THEN format the cell this way**

1. **What is the difference between the four forms of conditional formatting?**

**a.Data Bars are horizontal bars added to each cell, much like a**

**bar graph.**

**b.Color Scales change the color of each cell based on its value. Each color scale**

**uses a two- or three-color gradient. ...**

**c.Icon Sets add a specific icon to each cell based on its value.**

1. **In Excel, what is the difference between merge across and merge cells?**

**Merge Cells –** **Merges the range into a single cell, but will not horizontally center the content. Merge & Center – Merges the range of cells into one cell and horizontally centers the content.**

**Merge Across –** **Merges each row in the selected range across the columns in the range.**

1. **In Excel, how can you merge cells vertically without losing data?**

**Please find below steps for Merge a cells vertically without loosing data:-**

1. **select the contiguous cells you want to combine.**
2. **On Home Tab > Alignment Group, click on Merge &center**
3. **Mention the procedure for using Excel's Format Painter tool?**

**Ans:**

**‘Format Painter’ allows you copy the format from cell and**

**Apply it on another cell (or range of calls).**

**If you already apply a color on raw or column or cell**

**And you want to apply same color for highlight other column cell or row then Excel's Format Painter tool is used.**

**For that,**

**First select a row, column or cell and then select fill color.**

**The select row row, column and cell get that color which already present in fill color.**