
Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available:

- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Data Bars
- Icons (which have 4 different image types)
- Values

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

On a worksheet, select the cell or range of cells that you want to add a border to, change the border style on.

a. On the Home tab, in the Font group, do one of the following:

To apply a new or different border style, click the arrow next to Borders Button image, and then click a border style.

To remove cell borders, click the arrow next to Borders Button image, and then click No Border Button image.

b. The Borders button displays the most recently used border style. You can click the Borders button (not the arrow) to apply that style.

c. If you apply a border to a selected cell, the border is also applied to adjacent cells that share a bordered cell boundary. For example, if you apply a box border to enclose the range B1:C5, the cells D1:D5 are also bordered.

d. If you apply two different types of borders to a shared cell boundary, the most recently applied border is displayed.

e. A selected range of cells is formatted as a single block of cells. If you apply a right border to the range of cells B1:C5, the border is displayed only on the right edge of the cells C1:C5.

f. If you want to print the same border on cells that are separated by a page break, but the border appears on only one page, you can apply an inside border. This way, you can print a border at the bottom of the page.

Select the rows on both sides of the page break.

Click the arrow next to Borders Button image, and then click More Borders.

Under Presets, click the Inside button Button image.

Under Border, in the preview diagram, remove the vertical border by clicking it.

3. How to Format Numbers as Currency in Excel?

To show numbers as currency, you can apply either the Currency format or the Accounting format.

Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box.

Choose either Currency or Accounting.

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

To quickly apply percentage formatting to selected cells, click Percent Style Button image in the Number group on the Home tab, or press Ctrl+Shift+%. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.

Dialog Box Launcher in Number group

In the Format Cells dialog box, in the Category list, click Percentage.

Percentage category in the Format Cells dialog box

In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

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

Click the first cell and press Shift while you click the last cell in the range you want to merge.

Make sure only one of the cells in the range has data.

Shortcut is : Click Home > Merge & Center.

6. How do you use text commands in Excel?

1. Left()

You can use the Left function when you want to extract the leftmost characters from a string. Syntax =left(text, num_char)

Similarly, you can also use the Right function to extract the rightmost characters from a string.

2. Len ()

Len function in Excel helps you to know the length of a string that is number of characters in a string. Syntax = LEN(text)

3. Mid ()

Mid function in Excel is used to extract the characters from the middle of a string. Syntax = MID(text, start_char, num_chars)

4. Find ()

Find function in Excel is used when you want to know the position of certain characters in a particular string. Syntax =FIND(find_text, within_text,[start_num])

5. Proper ()

Proper function in Excel capitalizes each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)

6. Rept ()

Rept function in Excel is used when you want a certain text to be repeated certain number of times. Syntax =REPT(Text, number_times)

7. Trim()

Trim function in Excel removes the unnecessary spaces from a particular string.

Syntax =TRIM(Text)

8. Upper()

Upper function in Excel converts the text into Upper case from lower case. Syntax =UPPER(Text)

9. Substitute ()

Substitute function in Excel helps to replace existing text with a new text in a particular string. Syntax =SUBSTITUTE(text, old_text, new_text, instance number)

10. Concatenate ()

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