**Advance Excel Assignment 5**

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

-In Excel, there are several types of conditions available for conditional formatting. There are the common types of conditions found in conditional formatting.

A. Cell Value: You can format cells based on their specific values, such as equal to not equal to, greater than, less than, between, etc.

B. Specific Text: This condition allows you to format cells based on specific text or formulas contained within them.

C. Dates: You can apply formatting based on the dates, such as before specific date, between two dates.

D. Duplicate Values : This condition formats cells that contain duplicate values within a range .

E. Unique Values: It formats cells that contain unique values within a range.

F. Top/Bottom: This condition formats cells based on their relative position within a range.

G. Color Scales: It formats cell based on colour gradient, allowing you to visualize the relative values within a range.

H. Icon Set: Display icons in cells to represent the relative values compared to others, such as arrows pointing up or down or other custom icons.

I. Text contains: Format cells based on whether they contain specific text or a particular type of content.

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

-To insert a border in Excel using format cells, follow these steps:

1.Select the cell or range of cells where you want to apply the border.

2.Right-click on the selected cells and choose “Format Cells” from the context menu.

3.In the format cell,navigate to the “Border”tab.

4.You will see various border option available . Click on the desired option to select it.

5.If you want to customize the border, you can select the different border styles,colour,and line thinkness from the option provided.

1. **How to Format Numbers as Currency in Excel?**

* Select the cell or range of cells containing the number you want to format as currency. Right –click on the selected cells and choose “Format cells ” from the context menu.
* In the format cells, navigate to the “”Number”tab.
* In the category list. Select “Currancy”. Choose the desired currency symbol from the symbol drop-down list. You can select from a variety of currency symbols or choose None if you don’t want to display any symbol.
* You can further customize the appearance of the currency formatting by modifying the other options.

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

* Select the cell or range of cells containing the numbers you want to format as percentages.
* Right-click on the selected cell and choose “Format cells” from the context menu. In the format cells dialog, navigate to the “Number” tab.
* In the category list, select “Percentage”. Specify the number of decimal places you want to display by adjusting the decimal places value.
* Click on the “Ok” button to apply the currency formatting to the selected cells.

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

- The shortcut to merge two or more cells in Excel:

1. Select the cells you want to merge. Make sure the cells are adjacent to each other.

2. Press and hold the “Alt” key on the key board.

3. While holding the “Alt” key, Press the “H” key.

4. Release both keys and press the “M” key.

It allows you to quickly merge the selected cells into the single cell.

1. **How do you use text commands in Excel?**

* Text command in Excel are used to manipulate and format text within cells. These commands allow you to extract specific portion of text,combine text from different cells, covert text from different cells, convert text to uppercase or lowercase.

1. Open Excel and navigate to the worksheet containing the text you want to manipulate.
2. Select the cell where you want to applay the text command or enter the command into a formula cell.
3. Start the text command by typing an equal sign followed by the command name.
4. Provide the necessary argument or input for the text command within parenthese.
5. Press Enter on your keybord to execute the text command.