

# 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?

**Ans:**

**1. In Excel, there are several types of conditions available in conditional formatting, including:**

- **Highlight Cells Rules:** such as Greater Than, Less Than, Between, Equal To, etc.
- **Top/Bottom Rules:** to highlight the top or bottom values in a range.
- **Data Bars:** to visually represent the value of cells with color gradients.
- **Color Scales:** to apply different colors to cells based on their values.
- **Icon Sets:** to display icons in cells based on specified criteria.
- **Custom Format:** where you can define your own formatting rules based on

**formulas.**

**2. To insert borders in Excel using the Format Cells dialog:**

- **Select the cells or range of cells you want to add borders to.**
- **Right-click and choose "Format Cells," or press Ctrl + 1 to open the Format Cells dialog.**
- **In the Format Cells dialog, go to the "Border" tab.**
- **Choose the border style you want from the options available (such as Outline, Inside, Outside, etc.).**
- **Select the border color and line style.**
- **Click "OK" to apply the border to the selected cells.**

**3. To format numbers as currency in Excel:**

- **Select the cells containing the numbers you want to format.**
- **Go to the "Home" tab on the ribbon.**
- **In the "Number" group, click on the dropdown menu next to the Number Format box.**
- **Choose "Currency" from the list of options. This will format the selected cells as currency, using the default currency symbol specified in your system settings.**

**4. Steps to format numbers in Excel with the Percent style:**

- **Select the cells containing the numbers you want to format.**

- Go to the "Home" tab on the ribbon.
- In the "Number" group, click on the dropdown menu next to the Number Format box.
- Choose "Percentage" from the list of options. This will format the selected cells as percentages, multiplying the cell values by 100 and displaying them with a percentage symbol.

5. The shortcut to merge two or more cells in Excel is to select the cells you want to merge and then press Alt + H + M + M.

6. Text commands in Excel can be used in various ways, such as:

- Concatenating text strings using the CONCATENATE or '&' operator.
- Extracting specific characters from a text string using functions like LEFT, RIGHT, MID, or FIND.
- Converting text to uppercase, lowercase, or proper case using the UPPER, LOWER, or PROPER functions.
- Removing leading, trailing, or excess spaces using the TRIM function.
- Replacing specific characters within a text string using the REPLACE function.