**Advance Excel Assignment 5**

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

There are 5 types of conditional formatting-

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

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

Steps-

* Select one or more cells to which you'd like to add borders.
* Open the *Format Cells* dialog box by doing one of the following:
* Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
* Right click the selected cells and choose *Format Cells…* from the context menu.
* Press Ctrl+1 shortcut.
* In the *Format Cells* dialog box, switch to the **Border** tab and choose the line style and colour first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
* When done, click OK.

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

Steps-

* Select the range of cells that you want to Format.
* After you select the required data, Go to **Home tab** >> **Number group** >> Click on the down arrow in the **Number Format box**.
* Now, Click on the **Currency** option from the given list.
* You will see that the **currency symbol** has appeared just before the first digit in the cell and the decimal points are aligned.

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

Steps-

* On the **Home** tab, in the **Number** group, click the icon next to **Number** to display the **Format Cells** dialog box.
* In the**Format Cells** dialog box, in the **Category** list, click **Percentage**.
* 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.
* Click "OK" to convert all of the numbers in your selected cell range to percentages.

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

ALT H+M+M

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

The Microsoft Excel TEXT function returns a value converted to text with a specified format. The TEXT function is a built-in function in Excel that is categorized as a String/Text Function. It can be used as a worksheet function (WS) in Excel. As a worksheet function, the TEXT function can be entered as part of a formula in a cell of a worksheet.

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)**

Spaces are included while calculating length.

**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….)**