Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
   5 options in conditional formatting:
   1. Highlight cell rules
      a. Greater than
      b. Less than
      c. Between
      d. Equal to
      e. Text that contains
      f. A date occurring
      g. Duplicate values
   2. Top/Bottom rules
      a. Top 10 items
      b. Top 10%
      c. Bottom 10 items
      d. Bottoms 10%
      e. Above Average
      f. Below Average
   3. Data bars
      a. Gradient Fills
      b. Solid Fills
   4. Colour scales
   5. Icon Sets
      a. Directional
      b. Shapes
      c. Indicators
      d. Ratings

2. How to insert border in Excel with Format Cells dialog?
   The Format Cells dialog is the most effective method of adding borders in Excel. It gives you easy access to all the settings including the line color and thickness as well as a nice diagram preview.
   To insert a border via the Format Cells dialog, this is what you need to do:
   1. Select one or more cells to which you'd like to add borders.
   2. 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.
      • Also, you can select format cells in the drop-down list of the home ribbon is Cells group
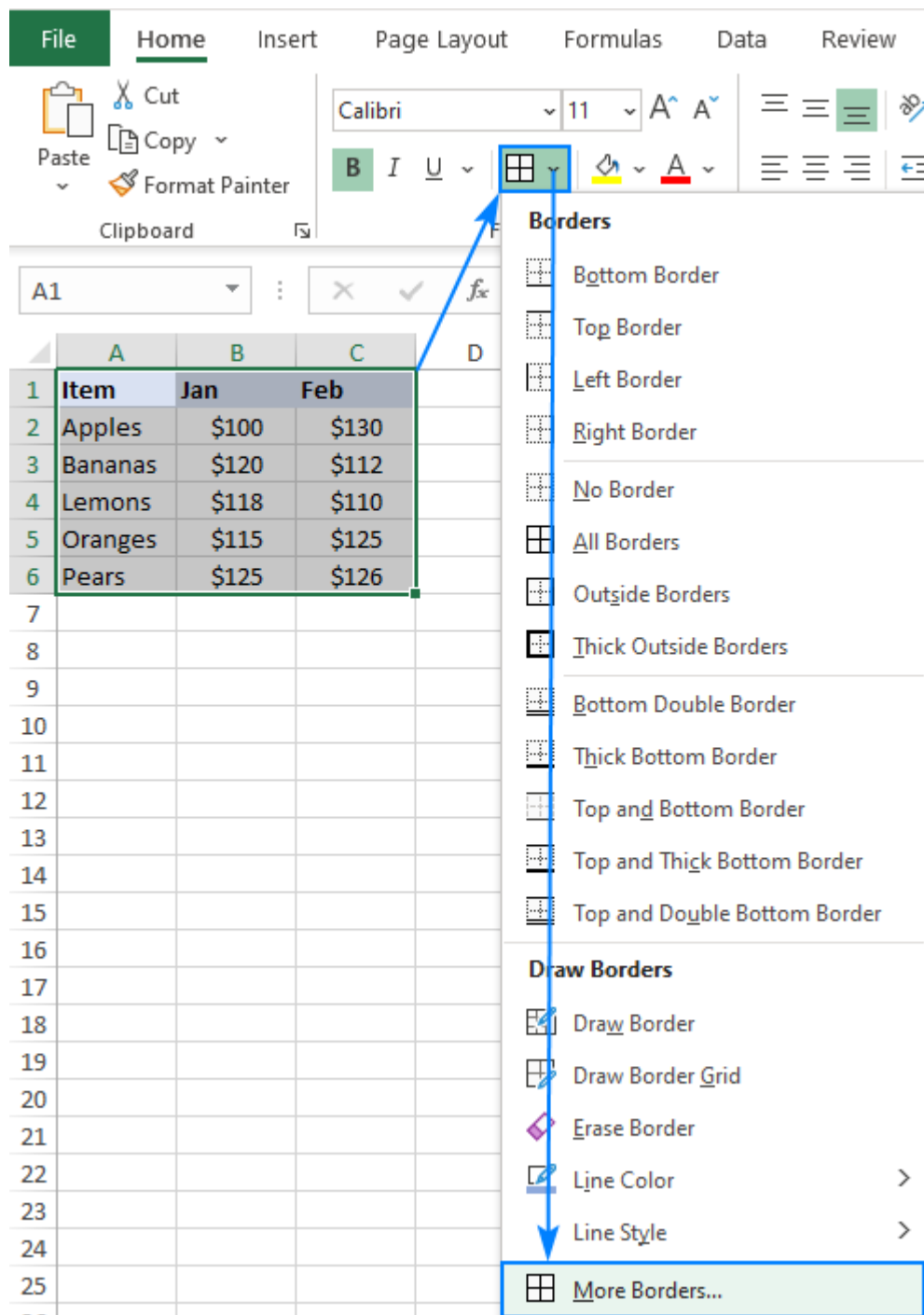
3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
4. When done, click OK.
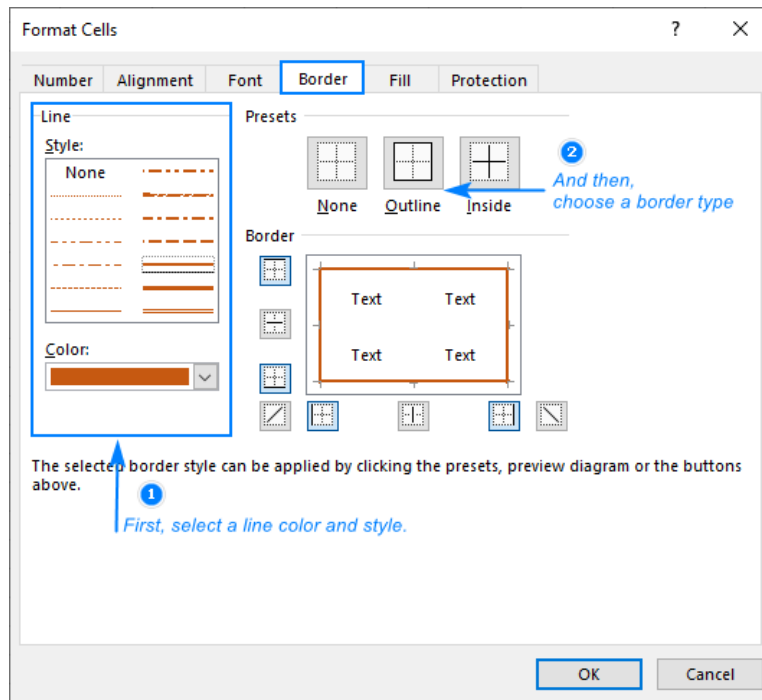
3. How to Format Numbers as Currency in Excel?
   Two ways to do this
   1. Home toolbar:
      a. In the Home toolbar is the Number Format drop down menu. It displays the current number formatting for the selected cell and allows you to change the format quickly.
      b. Click on the arrow to the right. This opens the drop down menu.
   2. Format Cells window:
      a. Select the cell or cells you want to edit. Open the Format Cells window by right clicking on the selected cells. A list will appear. Selecting Format Cells option from the list.
      b. This will open the Format Cells window. Select either Currency or Accounting to display the currency symbol in the cell.

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** 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.
   1. On the **Home** tab, in the **Number** group, click the icon next to **Number** to display the **Format Cells** dialog box.
   2. In the Format Cells dialog box, in the Category list, click Percentage.
   3. 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?

   Here are some shortcuts you can use to merge cells when using a Windows operating system:

   - Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.
   - Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.
   - Merge across cells: To merge across cells in a single row, highlight the cells and use this keyboard shortcut: ALT H+M+C.
   - Unmerge cells: If you need to unmerge a group of cells, you can highlight the merged cell and press the following keys at the same time: ALT H+M+U.

6. How do you use text commands in Excel?

   Text functions in Excel are found on the Text command button's drop-down menu on the Ribbon's Formulas tab (Alt+MT). There are two types of text functions: functions such as VALUE, TEXT, and DOLLAR that convert numeric text entries into numbers and numeric entries into text, and functions such as UPPER, LOWER, and PROPER that manipulate the strings of text themselves.