Advance Excel Assignment 5

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

Ans :-There are five types of conditional formatting available in Excel.They are hight light cells,top/bottom rules,databar,colour scales,icon sets.conditional formatting is available under Home menu button.

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

Ans:-Border in Excel is available in home group under font item.If you click on the drop down list under font various types of border option are available like bottom border,top border,left border,right border along with many others borders combition.One can choose border according to his/her choice.

1. How to Format Numbers as Currency in Excel?

Ans:-Adding currency in Excel is available under Home->Numbers.To add currency to a particular cell/cells first select the cells on which you want to add currency.GO to home menu,then numbers then click on accounting from drop down list then click on your desired currency,it will be applied to the selected cells.

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

Ans:-To apply Percent style to m=numbers in EXCEL follow the steps.

(1) Select the cells containing the numbers you want to format.

(2) On the Home tab, click the Number dialog box launcher in the bottom-right corner of the Number group.

The Format Cells dialog box appears, with the Number tab on top.

(3)In the Category list, select Percentage.

(4)Specify the number of decimal places.

(5)Type the number in the Decimal places text box or use the spin arrows to select a number.

(6)Click OK.

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

Ans:-To merge two or more cells in excel first select the required cells on which you want to merge.Go to home menu,then go to merge&center,click on the drop down list and select the required option like merge and center,merge across,merge cells and unmerge cells.

SHORTCUT for MERGE cells be ALT+H+M+M

1. How do you use text commands in Excel?

Ans:-In a Excel sheet if the data is raw like text in capital,more spacing or any other field related to text file,then it can be corrected with text commands.

(1)To remove unwanted spacing between text we have use TRIM function. To use trim function select a cell ,=TRIM and select the cells on which you want to apply trim function.

(2)Proper function-First letter of ALPHABET should be in capital letters and others in small case.

To apply proper function,select a cell and type,=proper and cell reference number on which proper function has to be applied.

(3)UPPER function-TO write all the text in upper case or all letters with capitals.Select the cell and type,=UPPER and give the cell reference number.It changes all the letters in upper case.

(4)LOWER function:-To write all the text in lower case .Select the cell and tuype,=Lower and give the cell reference number .It changes all letters in lower case.

(5)LEN:-LEN function gives the length of the text.TO use len function select a cell and type =len and give the cell reference number.It includes spaces also.