**Advance Excel Assignment 5**

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

In Excel, there are **five main types** of conditions available in Conditional Formatting:

* **Highlight Cells Rules**: Formats cells based on specific criteria (e.g., greater than, less than, equal to, duplicates).
* **Top/Bottom Rules**: Formats the top or bottom values (e.g., top 10 items, above average).
* **Data Bars**: Adds horizontal bars inside the cells to represent the value.
* **Color Scales**: Applies gradient colors to cells based on their values.
* **Icon Sets**: Adds icons (e.g., arrows, traffic lights) based on the value of the cells.

These options help visualize data based on different conditions.

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

To insert a border in Excel using the **Format Cells** dialog:

* Select the cells where you want to add a border.
* Right-click and choose **Format Cells**.
* In the **Format Cells** window, go to the **Border** tab.
* Choose the border style (e.g., solid, dashed) and color.
* Click on the border buttons to apply borders to specific sides (top, bottom, left, right, or all).
* Click **OK** to apply the border.

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

To format numbers as currency in Excel:

* Select the cells with the numbers you want to format.
* Right-click and choose **Format Cells**.
* In the **Format Cells** window, go to the **Number** tab.
* Select **Currency** from the list.
* Choose the **decimal places** and the **currency symbol** (e.g., $, €, £).
* Click **OK**.

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

To format numbers as percentages in Excel:

* Select the cells with the numbers you want to format.
* Go to the **Home** tab on the Ribbon.
* In the **Number** group, click the **Percent Style** button (%).
* This will format the numbers as percentages, multiplying them by 100 and adding the percent sign.

For more control over decimal places, click the **Increase Decimal** or **Decrease Decimal** buttons next to the Percent Style button.

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

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

**Alt + H + M + M**

Here’s what it does:

* **Alt + H**: Opens the Home tab.
* **M**: Opens the Merge & Center menu.
* **M** again: Merges the selected cells.

This will merge the cells and center the co

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

Here are some common text commands in Excel:

1. **CONCATENATE/CONCAT**: Combines text. Example: =A1 & B1
2. **TEXT**: Formats numbers as text. Example: =TEXT(A1, "mm/dd/yyyy")
3. **UPPER**: Converts to uppercase. Example: =UPPER(A1)
4. **LOWER**: Converts to lowercase. Example: =LOWER(A1)
5. **PROPER**: Capitalizes first letter. Example: =PROPER(A1)
6. **LEN**: Gets the length of text. Example: =LEN(A1)
7. **TRIM**: Removes extra spaces. Example: =TRIM(A1)
8. **LEFT**: Extracts text from the left. Example: =LEFT(A1, 3)
9. **RIGHT**: Extracts text from the right. Example: =RIGHT(A1, 3)