**Advance Excel Assignment 5**

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

Ans- There are five main types of conditions available in conditional formatting in Excel. These types are- **Highlight Cells Rules**, **Top and Bottom Rules**, **Data Bars**, **Color Scales**, and **Icon Sets.**

a) **Highlight Cells Rules:** This category includes rules such as Greater Than, Less Than, Equal To, Text That Contains, Date Occurring, etc.  
b) **Top and Bottom Rules:** These rules apply formatting to the top or bottom values in a range, such as Top 10 Items, Bottom 10%, etc.  
c) **Data Bars:** These display bars within cells proportional to cell values, providing a visual representation of the data.  
d) **Color Scales:** This applies colors to cells based on their values, typically from a gradient scale, allowing for easy visualization of data distribution.  
e) **Icon Sets:** This adds icons, such as arrows or symbols, to cells based on their values, providing visual indicators of relative performance or status.

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

Ans- To insert borders in Excel using the Format Cells dialog, follow these steps:  
  
1. Select the cells or range of cells where you want to add borders.  
2. Right-click on the selected cells, then choose "Format Cells" from the context menu. Alternatively, you can press Ctrl + 1 to open the Format Cells dialog.  
3. In the Format Cells dialog box, go to the "Border" tab.Under the "Border" section, you'll see options for applying borders to different parts of the cell (e.g., outline, top, bottom, left, right).  
4. To apply a border, check the box corresponding to the border you want to add. For example, to add an outline border around the selected cells, check the box labeled "Outline" under the "Presets" section.  
5. You can also customize the line style, color, and thickness of the border using the options provided.  
Preview your changes in the sample section of the dialog box.  
6. Once you're satisfied with your selections, click "OK" to apply the borders to the selected cells.

By following these steps, you can insert borders in Excel using the Format Cells dialog, allowing you to customize the appearance of your cells to meet your specific needs.

1. How to Format Numbers as Currency in Excel?

Ans- To format numbers as currency in Excel, follow these steps:  
  
1. Select the cells containing the numbers you want to format.  
2. Go to the "Home" tab on the Excel ribbon.  
3. In the "Number" group, locate the "Number Format" dropdown menu.  
4. Click on the dropdown menu and select "Currency" from the list of options.  
5. Alternatively, you can click on the "Number Format" dropdown menu and choose "More Number Formats" to open the Format Cells dialog box. Then, select "Currency" from the Category list.  
6. Once you've selected "Currency," you can specify additional options such as the currency symbol, number of decimal places, and negative number formatting.  
7. Click "OK" to apply the currency format to the selected cells.

By following these steps, you can easily format numbers as currency in Excel, making it easier to display financial data accurately and professionally.  
 

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

Ans- To format numbers in Excel with the Percent style, follow these steps:  
  
1. Select the cells containing the numbers you want to format.  
2. Go to the "Home" tab on the Excel ribbon.  
3. In the "Number" group, locate the "Number Format" dropdown menu.  
4. Click on the dropdown menu and select "Percent" from the list of options.  
5. Alternatively, you can click on the "Number Format" dropdown menu and choose "More Number Formats" to open the Format Cells dialog box. Then, select "Percentage" from the Category list.  
6. Once you've selected "Percent," you can specify additional options such as the number of decimal places and whether to include a thousands separator.  
7. Click "OK" to apply the percent format to the selected cells.

By following these steps, you can easily format numbers as percentages in Excel, allowing you to display data as percentages with the appropriate formatting.

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

Ans- In Excel, the shortcut to merge two or more cells is:  
 Alt + H, M, M

1. How do you use text commands in Excel?

Ans- To use text commands in Excel:  
  
1. Begin by typing an equal sign (=).  
2. Type the name of the text command/function.  
3. Open parentheses and enter the necessary arguments.  
4. Close parentheses and press Enter to get the result.  
For example, =CONCATENATE("Hello", " ", "World") combines "Hello" and "World" with a space in between.

