Advance Excel Assignment 5

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

Ans There are 5 types of conditional formatting visualizations available:

- Background Color Shading (of cells)

- Foreground Color Shading (of fonts)

- Data Bars

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

Ans 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.
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.

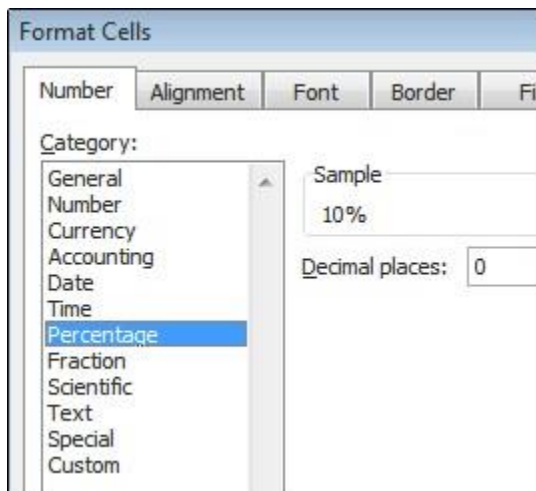### 3. How to Format Numbers as Currency in Excel?

Ans:

1. Select the cells that you want to format and then, in the **Number** group on the **Home** tab, click the down arrow in the **Number Format** box.
2. Choose either **Currency** or **Accounting**.

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

Ans: On the **Home** tab, in the **Number** group, click the icon next to **Number** to display the **Format Cells** dialog box.

1. 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.

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

Ans: Merge Cells: ALT H+M+M

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

Ans: 1. The ARRAYTOTEXT function returns an array of text values from any specified range. It passes text values unchanged, and converts non-text values to text

Syntax

ARRAYTOTEXT(array, [format])

The ARRAYTOTEXT function syntax has the following arguments.

2. **ASC function**= For Double-byte character set (DBCS) languages, the function changes full-width (double-byte) characters to half-width (single-byte) characters.

   Syntax

   ASC(text)