Advance Excel Assignment 5

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

There are several types of conditional formatting rules available in Excel, including:

- **Highlight Cells Rules:**
  - Greater Than
  - Less Than
  - Between
  - Equal To
  - Text that Contains
- **Top/Bottom Rules:**
  - Top 10 Items
  - Bottom 10 Items
  - Above Average
  - Below Average
- **Data Bars, Color Scales, and Icon Sets:**

- These provide visual representations of data based on their values.
- **New Rule:**
  - Custom rules that you can define based on formulas.

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

To insert a border in Excel using the Format Cells dialog, follow these steps:

1. Select the cell or range of cells you want to format.
2. Right-click and choose "Format Cells" from the context menu.
3. In the Format Cells dialog box, go to the "Border" tab.
4. Choose the type of border you want under the "Presets" or customize the border style under "Line."
5. Click "OK" to apply the border.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, follow these steps:

1. Select the cell or range of cells containing the numbers.
2. Go to the "Home" tab on the ribbon.
3. In the "Number" group, click on the drop-down arrow in the Number Format box.

4. Choose "Currency" from the list.

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

To format numbers in Excel with the Percent style:

1. Select the cell or range of cells containing the numbers.
2. Go to the "Home" tab on the ribbon.
3. In the "Number" group, click on the "%" symbol. Alternatively, you can use the "Percent Style" button in the Number group.

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

The shortcut to merge cells in Excel is:

- **Alt + H + M + M** (Hold down the "Alt" key, press "H," release both keys, press "M," and then press "M" again.)

6. How do you use text commands in Excel?

If you're referring to text functions or commands in Excel, you can use various functions to manipulate text. For example:

=CONCATENATE(A1, " ", B1)

=LEFT(A1, 3)

=RIGHT(A1, 2)