**Advance Excel Assignment 5**

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

Ans. Five Types of conditions are available in conditional formatting

* Highlight Cell Rules.
* Top/Bottom Rules.
* Data Bars.
* Color Scales.
* Icon Sets.

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

Ans. Select a cell or a range > Click Home tab > Click Borders button arrow > Click More Borders.

Then Select line Style > Select Present > Select Broder > Click OK.

1. How to Format Numbers as Currency in Excel?

Ans. Select Cell > Right click GO TO Format Cell > Select Currency > Select Decimal Place > Select Symbol > then Ok.

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

Ans. Select Cell > Right click GO TO Format Cell > Select Custom > Choose Type > Select Percent > Select Decimal Place > then Ok.

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

Ans. To merge two or more cells we can use shortcut **Alt+H+M+M.**

1. How do you use text commands in Excel?

Ans. The TEXT function in Excel converts numbers from the numerical format to text format by using formatting codes.

Syntax:-

=TEXT(value, format\_text)

Example:-

**=TEXT(B10,”dd mmmm, yyyy”)**

Converts the numerical Date **28-03-2023**into the text format**28 March, 2023**