Advance Excel Assignment 5

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

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

3. How to Format Numbers as Currency in Excel?

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

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

6. How do you use text commands in Excel?

1. There are a total of 5 types of Conditions available in conditional formatting, namely

Background Color Shading, Foreground Color shading, Data Bars, Icons   
& values.

1. Following are the steps to follow to insert borders in Excel using Format cells dialogue:
2. Select the cell or range of cells to which borders should be added
3. Open the Format cells dialogue box
4. In the Format Cells dialogue box, switch to the Border tab & choose the line style and color
5. or click the desired border type from the presets available and click ok
6. To format numbers as Currency in Excel, either we can choose Currency format or Accounting format. Select the cells that need to be formatted, then in the Number group on the Home tab, click the Number Format box from the drop-down.

Choose either Currency or Accounting from the options

1. To format numbers as Percent Style do the following :
2. On the Home tab, in the number group click the small icon next to Number to display the format cells dialogue box
3. In the format cells dialogue box, click Percentage from the categories list.
4. In the Decimal places box, enter the desired number of decimal places that you wish to display
5. To merge two or more cells in Excel the shortcut is Alt H + M + M
6. Select the Column or range of cells where you wish to put the values, then use the Ctrl + 1 to bring up the Format > Cell dialog and select Text on the number tab.