**Advance Excel Assignment 5**

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

**Ans:** 5 types of conditional formatting.

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

**Ans:** select cell or range for which border to draw.

Then right click on mouse. Select format cell. Go to border tab & select inside & outside border. Then click ok.

1. How to Format Numbers as Currency in Excel?

**Ans**: select cell or range for format numbers to currency.

Then right click on mouse. Select format cell. Go to number tab & select currency function & in symbol you can select currency i.e. Rs. $, Euro etc. then click ok.

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

**Ans**: select cell or range for format numbers with percent style.

Then right click on mouse. Select format cell. Go to number tab & select percentage function & in decimal places select nos. of digit required then click ok.

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

**Ans**: On the Home tab > Alignment group, click the Merge & Center.

1. How do you use text commands in Excel?

**Ans**: the function will convert a numeric value into a text string.