Excel Assignment 5

① The following are the conditions of conditional formatting in Excel:-
   * highlight cell Rules   * Data bars / Colour Scales
   * Top / Bottom Rules   * New Rule.

② Select the cells which we want to insert border. Then click on borders in the home page. Then click on more borders. Then Select the line Style. Then click on the Color list & then click Colour for the border.

③ First we have to Select the cells that we want to format numbers as Currency. Then in home tab we have to go to number. In that we have to Select Currency.

④ In the home tab click on number group. Then in the format cells click the icon and Select the percentage.

⑤ The Short cut to merge two or more cells in Excel is   Alt + H + M + M

⑥ Text function converts numerical values into text. Select the column then in column put "=" & put value in it.