**Assignment 5**

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

5 Types of 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?**

Select cells>>>>format cell dialog box>>>>border tab>>>>choose line style & color>>>ok

1. **How to Format Numbers as Currency in Excel?**

Select the cell>>>>Number group>>>>Number format box>>>>currency or Accounting>>>ok

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

On the home tab click the number group

In Format cell dialog box click the percent in the category list

Select decimal places want to display

Click ok

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

Alt +H+M+M

1. **How do you use text commands in Excel?**

Select the range of cell>>>>Format cell>>>Format cell dialog box>>>>Text