**EXCEL ASSIGNMENT NO.5**

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

There are multiple condition available in conditional formatting and user can customize or create their own conditions. Conditional formatting consists of four main components: if-then commands, preset conditions, custom conditions, and applying multiple conditions.

* **If-then commands:** Almost all conditional formatting commands are based on simple if-then logic: if given conditions is true, then particular formatting must be applied. User can user various formulas with If-then command to build logical conditions.
* **Preset Condition:** Excel has a huge library of preset rules encompassing nearly all functions that beginner users will want to apply.
* **Custom Conditions:** The user can create their own condition if they want to manipulate preset conditions.
* **Multiple Conditions:** Multiple logical conditions can be applied on a single cell or a range of cells while performing conditional formatting.

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

* Select cell or range of cells you want to apply the border.
* On Home Tab, expand the Font group and Format Cells dialog box will appear, click on the ‘Border’ options
* Select the style, type and color of the border and how you want the border for the select range of cells
* Once done click on Ok.

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

* Select the range of data or cells.
* In Home tab, expand the Number Format group that appear on a ribbon, the format cells dialog box will appear.
* In the number section select option ‘Currency’ from the category.
* Select the currency symbol you want.
* If you want additional formatting for negative number, you can select that too from negative number section.
* Click on Ok.

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

**Method 1:**

* Select the cell or range of cells.
* In Home Tab ribbon, click on ‘%’ symbol that appear in number group.

**Method 2:**

* Select the cell or range of cells.
* Press ‘Ctrl+1’ from your keyboard, the format cell dialog box will appear.
* In the number section select the option ‘Custom’ from category.
* In type text box type ‘0.00\%’.
* Click Ok.

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

The shortcut to merge and unmerge two or more cells are:

* **Merge:** Alt+H+M+M
* **Unmerge:** Alt+H+M+U

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

The text command in excel convert the numeric value into the text string. The Basic syntax is TEXT(value, format\_text). The formula accepts two arguments:

* **value:** Value is nothing but the numeric value or the cell reference of the numeric value that is required to convert into a text string.
* **format\_text:** format\_text is the text string that specifies the format we need to apply to the numeric value