**ASSIGNMENT-5**

**1. Types of conditions in conditional formatting on Excel:**

Excel offers a wide range of conditional formatting options to highlight data based on specific criteria. Here are the main types of conditions available:

* **Highlight cells rules:**
  + Greater than, less than, between, equal to
  + Text contains, does not contain, begins with, ends with
  + Duplicate values, unique values
  + Date is, is not, before, after, between
  + Top 10 items, above average, below average
* **Classic formulas:**
  + Custom formulas that you create to define the conditions
* **Data bars:**
  + Visually represent data differences within a range using color-coded bars within the cells
* **Color scales:**
  + Apply color gradients to a range of cells based on their values
* **Icon sets:**
  + Display icons within cells to visually represent data categories

**2. Inserting borders in Excel with Format Cells dialog:**

1. Select the range of cells you want to add borders to.
2. Right-click on the selected cells and choose "Format Cells."
3. In the Format Cells dialog, go to the "Border" tab.
4. Choose the desired border style, color, and thickness from the available options.
5. Click "OK" to apply the borders.

**3. Formatting numbers as currency in Excel:**

1. Select the range of cells you want to format as currency.
2. Right-click on the selected cells and choose "Format Cells."
3. In the Format Cells dialog, go to the "Number" tab.
4. Choose the "Currency" category from the list on the left.
5. Customize the decimal places, currency symbol, and other formatting options as needed.
6. Click "OK" to apply the currency format.

**4. Formatting numbers with the Percent style in Excel:**

1. Select the range of cells you want to format as percentages.
2. Right-click on the selected cells and choose "Format Cells."
3. In the Format Cells dialog, go to the "Number" tab.
4. Choose the "Percentage" category from the list on the left.
5. Customize the decimal places as needed.
6. Click "OK" to apply the percentage format.

**5. Shortcut to merge two or more cells in Excel:**

The shortcut to merge cells in Excel is **Ctrl+Shift+M**.

**6. Using text commands in Excel:**

Excel provides various functions and formulas for working with text:

* **CONCATENATE:** Joins multiple text strings into one.
* **LEN:** Returns the length of a text string.
* **FIND:** Finds the position of one text string within another.
* **LEFT, RIGHT, MID:** Extract substrings from a text string.
* **UPPER, LOWER, PROPER:** Convert text to uppercase, lowercase, or proper case.
* **TRIM:** Removes leading and trailing spaces from a text string.
* **SUBSTITUTE:** Replaces one text string with another within a cell.
* **AND, OR:** Combine logical conditions for text-based comparisons.