**Advance Excel Assignment 5**

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

* Total 3 : builtins, standard and custom.

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

* Select a cell or a range of cells to which you want to add borders.
* On the Home tab, in the Font group, click the down arrow next to the Borders button, and you will see a list of the most popular border types.
* Click the border you want to apply, and it will be immediately added to the selected cells.

3. How to Format Numbers as Currency in Excel?

* Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box.
* Choose either Currency or Accounting.

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

* Select the cells to format, and then click the Percent Style (%) button in the Number group on the ribbon's Home tab.

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

* ALT H+M+M.

6. How do you use text commands in Excel?

* Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.