Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available: Cell Rules, Top and Bottom Rule, Color Scale, Icon sets, Data Bars.

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

* Select one or more cells to which you'd like to add borders.
* Open the Format Cells dialog box by doing one of the following: ...
* In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...
* When done, click OK.

1. How to Format Numbers as Currency in Excel?

* Click the Home tab, click the Dialog Box Launcher next to Number. Tip: You can also press Ctrl+1 to open the Format Cells dialog box.
* In the Format Cells dialog box, in the Category list, click Currency or Accounting.
* In the Symbol box, click the currency symbol that you want.

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

* Click the Home tab
* In the Number group, click the icon next to Number to display the Format Cells dialog box.
* In the Format Cells dialog box, in the Category list, click Percentage.
* In the Decimal places box, enter the number of decimal places that you want to display.

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

Select the cells you want to merge and press Alt + H + M + M.

1. How do you use text commands in Excel

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