**Excel Assignment 5**

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

Ans:

Method-1: Conditional Formatting for Multiple Conditions for One Column

Method-2: Conditional Formatting for Multiple Conditions Using AND Function

Method-3: Conditional Formatting for Multiple Conditions for One Column Using OR Function

Method-4: Conditional Formatting for Multiple Conditions Using OR function

Method-5: Conditional Formatting for Multiple Conditions Using IF function

Method-6: Using AND Function for Multiple Conditions Including a Condition for Dates

Method-7: Conditional Formatting for Empty and Non-Empty Cells

Method-8: Conditional Formatting for Multiple Conditions for One Column Using AND Function

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

Ans:

To insert a border via the Format Cells dialog, this is what you need to do:

1. Select one or more cells to which you'd like to add borders.

2. Open the Format Cells dialog box by doing one of the following:

Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.

Then Right click the selected cells and choose Format Cell from the context menu

3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

4. When done, click OK.

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

Ans:

Select the cell or cells you want to edit. Open the Format Cells window by right clicking on the selected cells. A list will appear. Select Format Cells option from the list.

This will open the Format Cells window. Select either Currency or Accounting to display the currency symbol in the cell.

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

Ans:

1. Select the cells containing the numbers you want to format.
2. From the Home tab, click the Number dialog box launcher in the bottom-right corner of the Number group.

The Format Cells dialog box appears, with the Number tab on top.

1. In the Category list, select Percentage.
2. Specify the number of Decimal places.

Type the number in the Decimal places text box or use the spin arrows to select a number.

1. Click OK.

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

Ans:

Select the Cells for Merging then – Alt + H --> M --> M

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

Ans:

Syntax

=TEXT(value, format\_text)

Where;

* Value- shows the number that we want to convert;
* Format\_text- this one represents the number format that we wish to use in the operation.