ADVANCE EXCEL ASSIGNMENT 5

1. **How many types of conditions are available in conditional formatting on Excel?**
   Mainly there are 4 types of conditions are available in conditional formatting. They are:
   a) Highlight Cells Rules - To format the cells that satisfy a specific rule/condition (e.g. greater than, equal to, Duplicate Values, etc.)
   b) Top/Bottom Rules - To format the cells that satisfy a statistical condition in relation to other cells in the range (e.g. above average, within top 10%, etc.)
   c) Data Bars / Color Scales / Icon Sets - To format the cells in the range, depending on their value in relation to one another.
   d) New rule - Allows you to specify more complex rules.

2. **How to insert border in Excel with Format Cells dialog?**
   To insert border to a cell:
   - Select the cell/cells that you want to give border →Go to Home → Font →Borders
   - Select borders tab in the opened Format Cells dialogue box → Select Line style, color,etc. and check the preview → click Ok.

3. **How to Format Numbers as Currency in Excel?**
   To format numbers as currency:
   Select the cells that contain numbers to format → Go to Home →Number group →either select currency from drop down menu of Accounting Format Number option or select the common format drop down menu given at the top and choose currency from more format numbers option.

4. **What are the steps to format numbers in Excel with the Percent style?**
   To format numbers in percent style:
   Select the cells that contain numbers to format → Go to Home →Number group →either click on ' % ' button given or select percentage from drop down menu given at the top and choose percentage.

5. **What is the shortcut to merge two or more cells in excel?**
   First select the cells to merge. Then use one of the four shortcuts given below as per the requirement:
   Merge & Center: ALT + H + M + C
   Merge Across: ALT + H + M + A
   Merge Cells: ALT + H + M + M
   Unmerge Cells: ALT + H + M + U

6. **How do you use text commands in Excel?**
   TEXT function in excel converts a value to text in a specific number format.
   Syntax is: =TEXT(value,format_text)
   where, value is the number to convert and format_text is the number format to use.
   Example: With the date December 12, 2020 in cell A1, the TEXT function can be used like this:
   =TEXT(A1,"dd mmm yyyy") . It returns the result as 12 Dec 2020