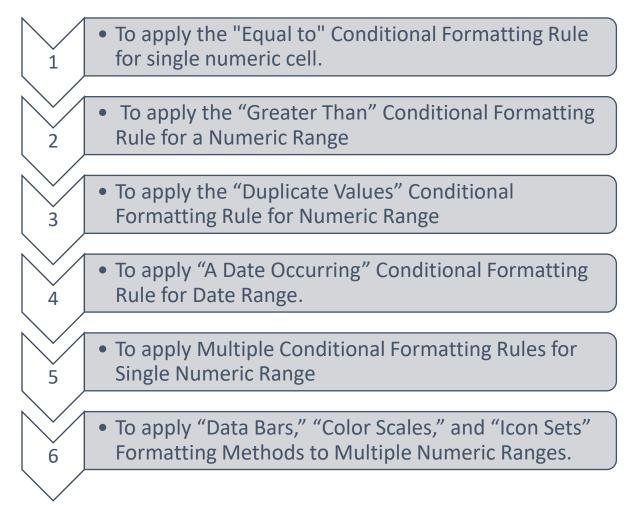
Advance Excel Assignment 5

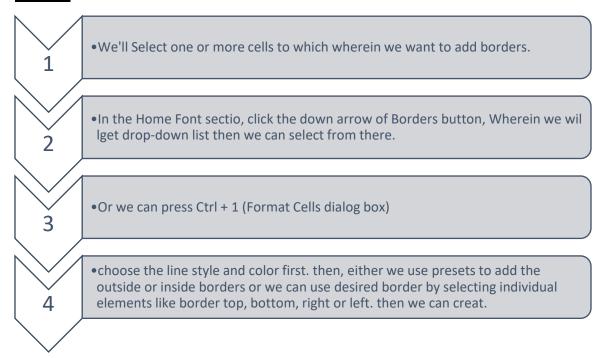
1. How many types of conditions are available in conditional formatting on Excel?

Answer-



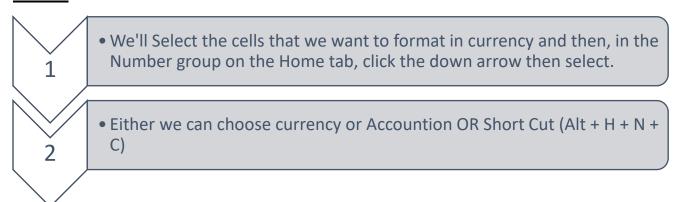
2. How to insert border in Excel with Format Cells dialog?

Answer-



3. How to Format Numbers as Currency in Excel?

Answer-



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

Answer-



• We'll Select the cells that we want to format in percentage and then, in the Number group on the Home tab, click the down arrow then select.



• Short Cut (Alt + H + N + P) OR Ctrl + Shift + %

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

<u> Answer –</u>

To merge two or more cells, highlight them which we want to merge and then press the short cut keys at the same time: Alt + H + M + M for Merge

6. How do you use text commands in Excel?

Answer –

 $\stackrel{\checkmark}{1}$

• When we want to get any date format according to requirements.

Ý 2 • When we want percentage relationship with varies like 4% - 5%.

У́ 3 • When we combine numbers with text or characters in one cell.