## Assignment No : 05.

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

⟹ There are 64? types of conditional formatt in 2007. The limit in 2003 is yet 3.

2) How to insert borders in excel with format cells dialog?

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

② open the format cells dialog box by doing (Ctrl + 1) shortcut

③ switch to border tab and choose the line style & color first.

④ when done click 'OK'.

3) How to format numbers as currency in excel?

⟹ ① select the cell that you want to format and then, in the no group on the Home tab, click the down arrow in the number format box.

② Choose either currency or accounting.

4) what are the steps to format numbers in excel with the percent style?

⟹ ① Highlight the desired cell.

② Right click them.

③ click the format cell option.

④ Click the number category.

⑤ Then choose the % tab.

5) what is a shortcut to merge 2 or more cells?

⟹ Alt H + M + M.

6) How do you use text command 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.