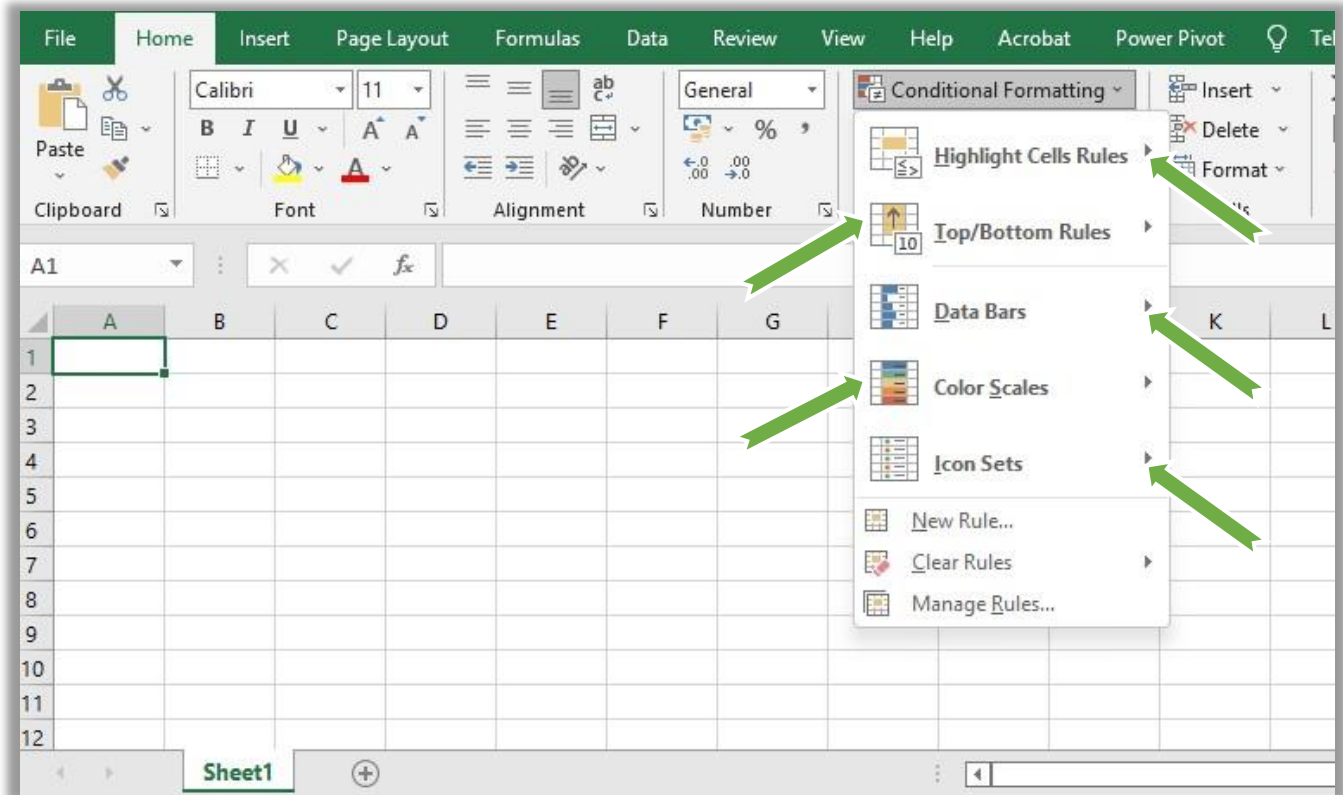


Advance Excel Assignment 5 (-By Lakshmi)

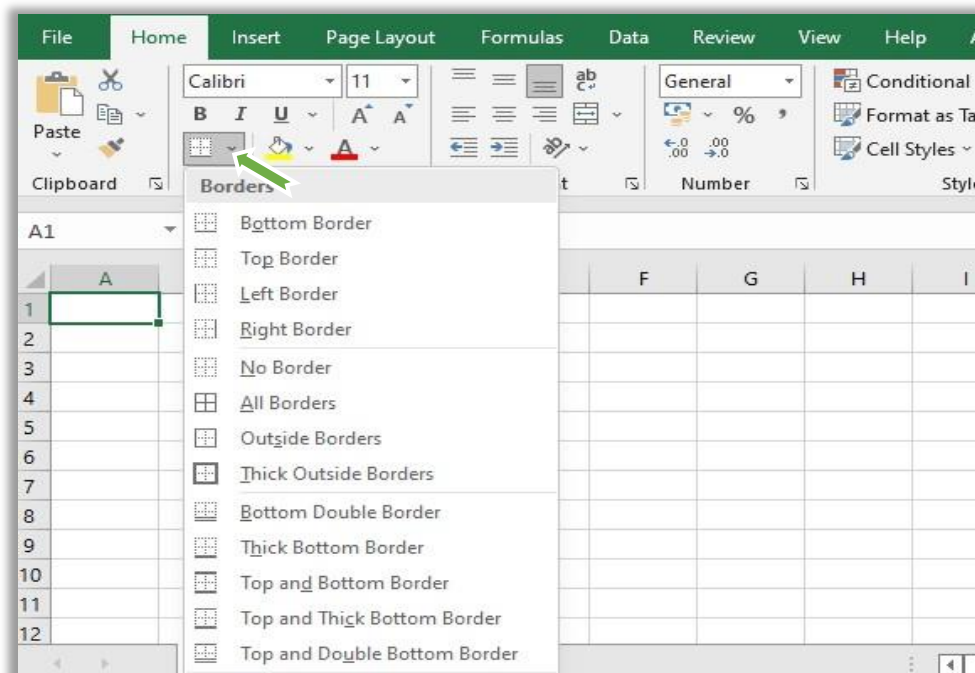
1. How many types of conditions are available in conditional formatting on Excel?

⇒ There are **5** types of conditional formatting visualizations available.



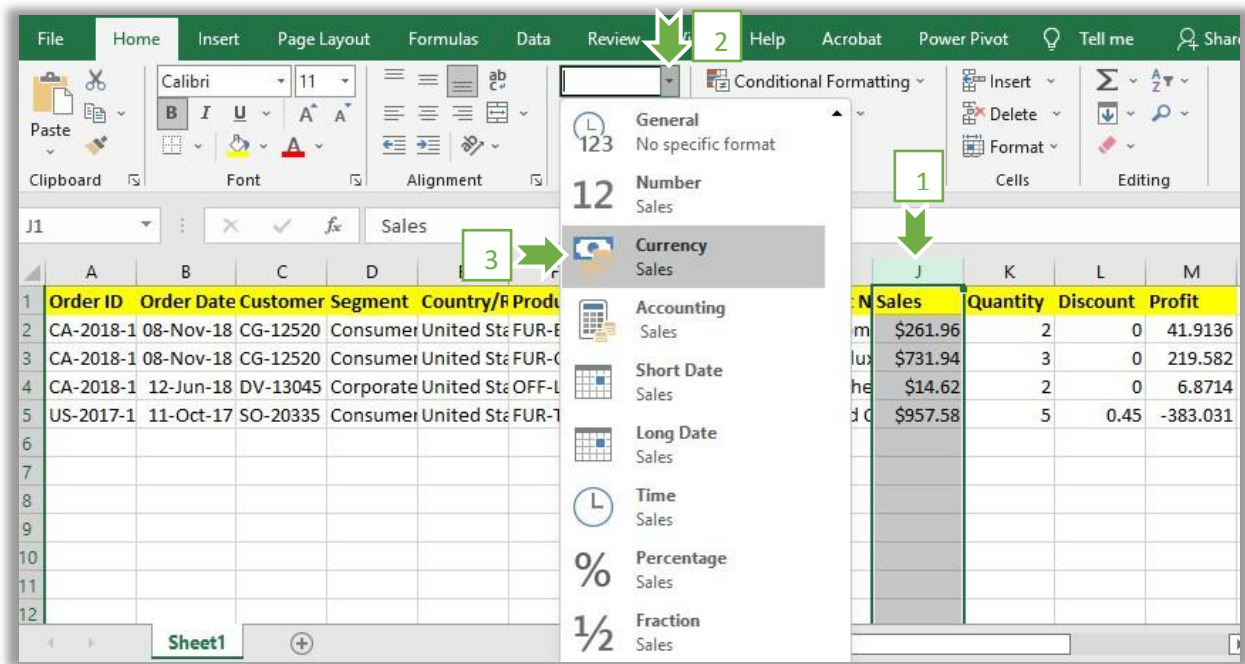
2. How to insert border in Excel with Format Cells dialog?

- ⇒ # Select all Cells in which we wanted to have the border
Go to Home
At Font grouping we see the 'Bottom Border' option
Click the Drop-Down option
Select the border style according to our need.



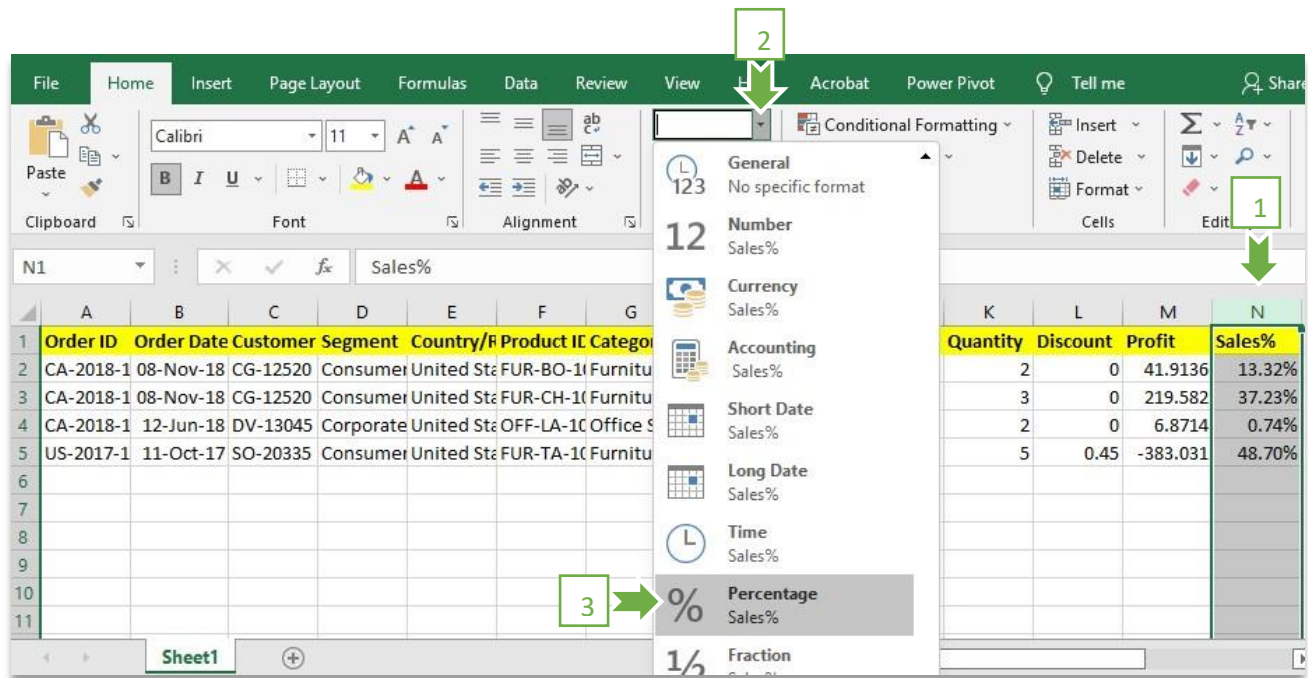
3. How to Format Numbers as Currency in Excel?

- ⇒ # Select the whole Column of numeric type to be formatted into Currency style.
- # 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 Currency.



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

- ⇒ # Select the whole Column of numeric type to be formatted into Percent style.
- # 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.



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

- ⇒ # Ctrl + M - This shortcut key will merge the selected cells into one cell.
- # Ctrl + Shift + M - This shortcut key will merge the selected cells into one cell, and keep the data in the upper-leftmost cell.
- # Ctrl + Alt + M - This shortcut key will merge the selected cells into one cell, and keep the data in the active cell.
- # Ctrl + Shift + C - This shortcut key will merge the selected cells into one cell, and center the data in the cell.
- # Ctrl + Shift + L - This shortcut key will merge the selected cells into one cell, and keep the data in the leftmost cell.
- # Ctrl + Shift + R - This shortcut key will merge the selected cells into one cell, and keep the data in the rightmost cell.

6. How do you use text commands in Excel?

- ⇒ # Go to Formula bar.
- # Click on 'Text Function' option
- # Select the option according to the need.

