# Ineuron Excel Assignment-5

1.How many types of condition are available in conditional formatting in excel?

There are 5 different types of conditional formatting in Excel.

* Highlight cells rules.
* Top and bottom rules.
* Data Bars.
* Color Scales.
* Icon Sets.

2.How do insert border in Excel with format cell dialog?

1. Select the one or more cells to which you would like to add borders.
2. Open the Format cells dialog box by doing one of the following.
3. In the format cells dialog box,switch to the border tab and choose the line style and color first.
4. When done,click Ok.

3.How to format numbers as currency in excel?

Select the cells that you want to format and then,in the number group on the Home tab,click the down arrow in the number format box.Choose either currency or Accounting

4.What are the steps to format numbers in excel with the percent style?

1. On the home tab in the number group,click the icon next to number to display the format cells dialog box.
2. In the format cell dialog box,in the category list,click percentage.
3. In the Decimal places box,enter the number of decimal places that you want to display

5.What is the shortcut to merge two or more cells in Excel?

To merge two or more cells,highlight them and then press the following keys at the same time:Alt H+M+M

6.How do you use text command in Excel?

1. Select the column or range where you will be putting the values,then uses CTRL+1 to bring up the format>cells dialog and on the number tab select text.
2. Now Excel will keep your leading 0’s.
3. If you have already entered data and excel has removed your leading 0’s,you can use the TEXT function to add them back.