**Advance Excel Assignment 5**

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

There are 5 types of conditional formatting visualizations available:

* Background Color Shading (of cells)
* Foreground Color Shading (of fonts)
* Data Bars
* Icons (which have 4 different image types)
* Values

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

* + - Select a cell or a range of cells to which you want to add borders.
    - On the *Home* tab, in the *Font* group, click the down arrow next to the **Borders** button, and you will see a list of the most popular border types.
    - Click the border you want to apply, and it will be immediately added to the selected cells.

**3. How to Format Numbers as Currency in Excel?**

To quickly apply the Currency format, **select the cell or range of cells that you want to format, and then press Ctrl+Shift+$**

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

**On the 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.

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

We use ALT +H+M+M

**6. How do you use text commands in Excel?**

The Excel TEXT function is used to convert numbers to text. The function will convert a numeric value into a text string.

**Formula:** = Text(Value,,format\_text)