Advance Excel Assignment 5

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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.

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

Click Home > the Borders arrow, and then pick the border option you want. Add a border line style - **Click the Borders arrow > Border Style, and then pick a line style option**.

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?

Display numbers as percentages
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?

Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: **ALT H+M+M**. Merge and center cells: If you would like to merge cells and

center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

6. How do you use text commands 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. Now Excel will keep your leading 0's. If you've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back.