

Advance Excel Assignment 5

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

5 Types of conditional formatting

- Highlight cell Rules
 - Top/Bottom Rules
 - Data Bars
 - Color scales
 - Icon Sets
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2. How to insert border in Excel with Format Cells dialog?

Select cells>>>Format cell dialog box>>>Border tab>>>Choose line style & color>>>Ok.

3. How to Format Numbers as Currency in Excel?

Select the cell>>>>Number group>>>>Number format box>>>>Currency or Accounting>>>Ok.

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

- On the home tab click the number group
 - In the Format cell dialog box, click the percent in the category list.
 - Select decimal places want to display.
 - Click ok.
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5. What is a shortcut to merge two or more cells in excel?

Merge Cells: ALT H+M+M

6. How do you use text commands in Excel?

Select the range of cell>>>>Format cell>>>Format cell dialog box>>>Text.
