

## Excel Assignment - 05

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

Ans:-

There are 5 types of conditions available in Conditional Formatting.

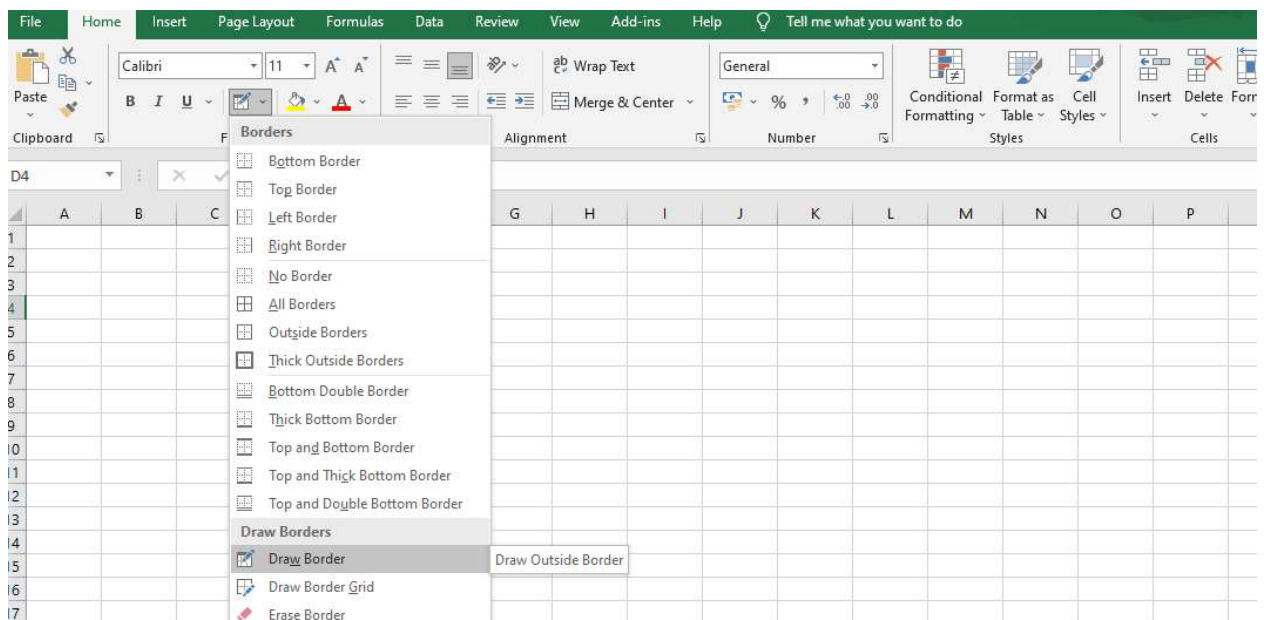
- Background Color Shading of Cells
- Foreground Color Shading of Cells
- Data Bars
- Icons
- Values

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

Ans:-

The procedure of inserting border is listed below

- Click Home > Borders arrow
- Pick “Draw Borders” for outer borders or “Draw Border Grid” for gridlines



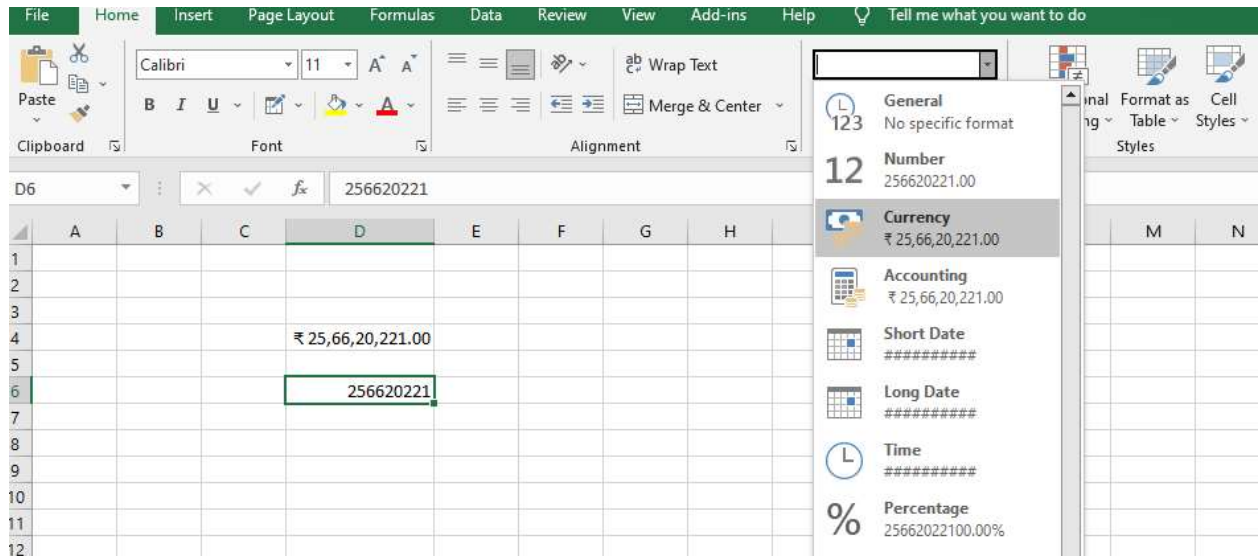
- Select cells you want to draw borders around

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

Ans:-

There are two ways of formatting numbers as currency

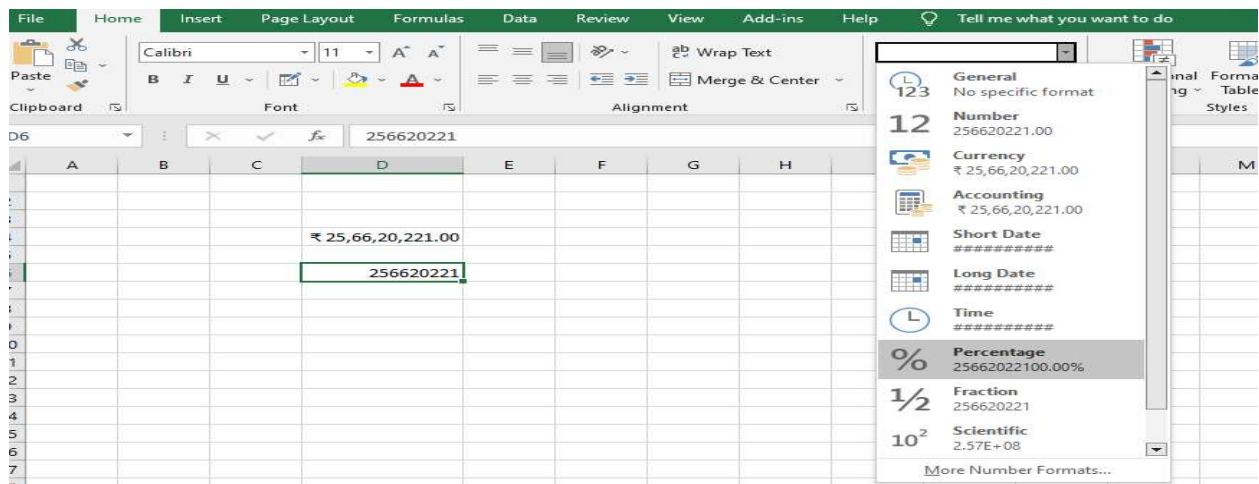
- To format the number as Currency quickly, press “Ctrl+Shift+4”. The cell will return with the currency before the numbers
- Select the Cell you want to format into Currency
- Click Home > Number Format Arrow > Currency



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

Ans:-

- Select the Cell you want to format into Currency
- Click Home > Number Format Arrow > Percentage



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

Ans:-

“Alt+H+M+M” is the shortcut keys to merge the cells

6. How do you use text commands in Excel?

Ans:-

- Select the Cell you want to format into Currency
- Click Home > Number Format Arrow > Text

