Advance Excel Assignment 5

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

Sol: There are 5 types of conditional formatting visualizations available

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

Sol: On the Format menu, click Cells, In the Format Cells dialog box, click the Border tab, Select any one of the line styles in the Style list.

3. How to Format Numbers as Currency in Excel?

Sol: Select the cell or range of cells of Numbers that you want to format, and then press Ctrl+Shift+$

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

Sol: On the Home tab, in the Number group, click Percentage.

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

Sol: ALT H+M+M

6. How do you use text commands in Excel?

Sol: Select the column, or range, then use CTRL+1 , select Text