**ASSIGNMENT 5**

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

Ans) There are basically 5 types of conditions are available in conditional formatting. They are:

* Highlight cells rules
* Top/Bottom rules
* Data bars
* Color scales
* Icon sets

Highlight cells rules: In this we can highlight the particular cells that we can want to see in the given data set. Such as duplicate values or data that are found using defined comparisons (<, >, =…)

Top/Bottom rules: it helps to highlight the data according to the top / bottom 10 values or the average etc.

Data bars: it is basically bars which are added to the cells according to the value in the cell.

Color scales: it changes the background color of the each cell according to the values in the cell. It uses 3 or more color gradients.

Icon sets: it displays different icons to cell according to the values.

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

Ans)

* Select the data set on which you want to insert borders.
* Click on the format command on the cells group in the home tab and click on the format cells options at the end of the drop list then format cells dialogue box appears then switch to border tab.
* Or click on the borders symbol on the font group of the home tab and select more borders option at the end of the list then it automatically displays the border tab in the format cells dialogue box.
* Now select the line style and line color.
* Select the presets provided in the list or create open border style in the border section
* Click ok when done.

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

Ans)

* Select Data set of the cells to change.
* On the home tab, go to number group then click on drop list launcher next to the number.
* A format cells dialogue box opens
* Click on currency from the category list on the number tab.
* Select the currency symbol you want to display from the symbol bar drop list.
* Select the decimal points up to which the value should be displayed.
* Sample text is shown in the sample box.
* Select the display style of the currency in the Negative numbers box.
* When done Click ok.

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

Ans)

* Select the cells and click on percent symbol in the number group on the home tab for the basic format.
* Or Click on the drop list launcher next to number in the number group on the home tab.
* Select percentage in the category list on the number tab.
* Enter the number of decimal places that you want to display.
* Click ok.

**5) What is a shortcut to merge two or more cells in Excel?**

Ans) To merge two or more cells, Select the cells that you want to merge and then click alt + H + M + M.

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

Ans) Text commands are to return a value in the text format according to the number format provided.

* Syntax: =TEXT (value, “format\_text”)
* Format\_text has different styles in which we want our date to be displayed.
* Eg: =TEXT (01/2020/07, “dd-mm-yy”): it displays the date in the date-month-year format