Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available

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

Select the cell or range of cell right click and select format cells > on the border section select the style line and type of border then click ok.

Select the range of cells where you want to insert the border and then click on the small arrow in the font group select the line style and click on ok. Then in the Font group select the border you want.

3. How to Format Numbers as Currency in Excel?

Select the cells which contain the number > right click > select format cells > Under Category select Currency > Choose the Symbol and Decimal Places then click ok.

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

Select the cells which contain the number > right click > select format cells > Under Category select Percentage > Choose the Decimal Places then click ok.

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

- Merge Cells: **ALT H+M+M**.
- Merge & Center : ALT H+M+C.
- Merge Across: ALT H+M+A.
- Unmerge Cells: ALT H+M+U

6. How do you use text commands in Excel?

We can use the text command to convert the number, and date to text format.

We can use the text command to extract the day or month from the date function.