

# Excel\_Assignment 5

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

Ans: There are four types of conditions available in conditional formatting on Excel:

1. Cell Value Is
2. Formula Is
3. Date Occurs
4. Duplicate Values

## **2. How to insert borders in Excel with Format Cells dialog?**

Ans: We can insert borders in Excel with the Format Cells dialog by selecting the cell or range of cells that we want to add borders. Then, we go to the Home tab, click on the Conditional Formatting drop-down arrow, and select Borders options from the list.

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

Ans: We can format numbers as currency in Excel by selecting the cell or range of cells that we want to format. Then, we go to the Home tab, click on the Number drop-down arrow, and select Currency from the list.

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

Ans: The steps to format numbers in Excel with the Percent style are as follows:

- Select the cell or range of cells that you want to format.
- Go to the Home tab, click on the Number drop-down arrow, and select Percent from the list.
- In the Format Cells dialog box, select the number of decimal places that you want to display and then click on the Ok button.

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

Ans: We can use the shortcut Alt + H + M to merge two or more cells in excel.

## **6. How do you use text commands in Excel?**

Ans: We can use text commands in Excel by first selecting the cell or range of cells that we want to format. Then, we go to the Home tab and click on the Text drop-down arrow. From the list, we can select the desired text command.