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FSDA Batch 1

Excel Assignments

Assignment 5

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

There are several types of conditions available in conditional formatting on Excel, including rules based on cell value, formatting based on the result of a formula, and color scales

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

To insert a border in Excel with the Format Cells dialog, follow these steps:

1. Select the cells where you want to add the border.

2. Go to the Home tab and click the Borders button in the Font group.

3. Select the border style and location you want from the dropdown menu.

3. How to Format Numbers as Currency in Excel?

To format numbers as currency in Excel, follow these steps:

1. Select the cells where you want to apply the currency format.

 2. Go to the Home tab and click the Number Format dropdown in the Number group.

3. Select the currency format you want to apply.

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

To format numbers as a percentage in Excel, follow these steps:

1. Select the cells where you want to apply the percentage format.

2. Go to the Home tab and click the Number Format dropdown in the Number group.

3. Select the percentage format you want to apply.

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

To merge two or more cells in Excel, you can use the Merge & Center button on the Home tab in the Alignment group. This is a toggle button that allows you to merge and unmerge cells.

6. How do you use text commands in Excel?

To use text commands in Excel, you can use functions like CONCATENATE or "&" to combine text from different cells, or you can use the Text to Columns feature to split text into different columns. You can also use the TEXT function to format numbers as text with a specific format