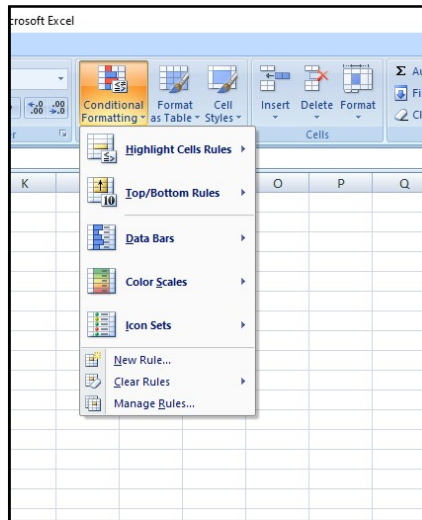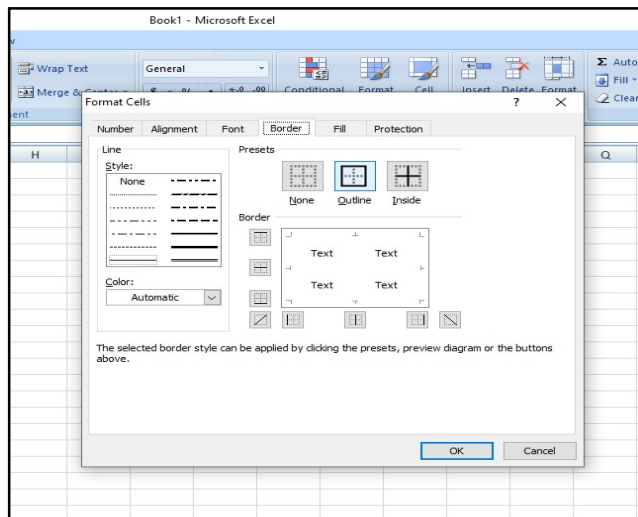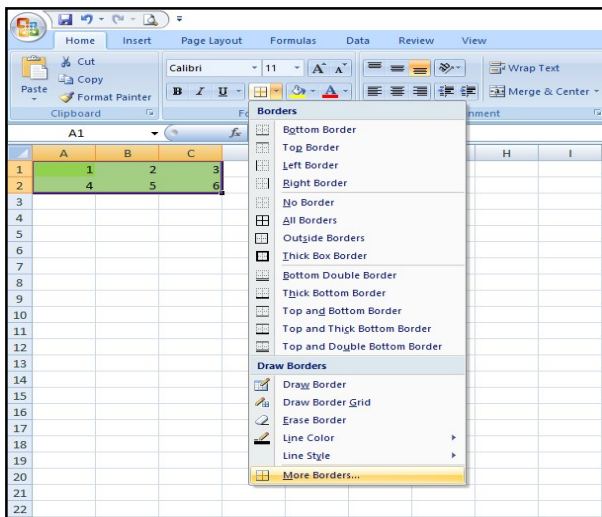# Advance Excel Assignment 5

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

There are 5 types of condition available in conditional formatting in excel.

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

1. Select one or more cells to which you'd like to add borders.

2. Open the Format Cells dialog box by doing one of the following

3. In the Format Cells dialog box, switch to the **Border** tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

4. Click Ok.

3. How to Format Numbers as Currency in Excel?

To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press Ctrl+Shift+$

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

1. Select the cells containing the number you want to format.
2. On the home tab, click the number dialog box launcher in the bottom right corner of the number group. The format cells dialog box appears, with the number tab on top.
3. In the category list, select percentage
4. Specify the number of decimal places.
5. Click Ok

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

ALT H+M+M.

6. How do you use text commands in Excel?

The Excel TEXT function returns a number in a given number format, as text. You can use the TEXT function to embed formatted numbers inside text. The TEXT function returns a number formatted as text.

The TEXT function takes two arguments,value and format_text. The TEXT function is useful when concatenating a formatted number to a text string.

Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.