**Advance Excel Assignment 5**

1. **How many types of conditions are available in conditional formatting on Excel?**
   * Excel provides various types of conditions for conditional formatting. Some common ones include:
     + Cell Value: Format cells based on their values (e.g., greater than, less than).
     + Formula: Apply formatting based on a custom formula.
     + Data Bars: Display a gradient bar inside the cell based on the cell's value.
     + Color Scales: Apply different colors to cells based on their values.
     + Icon Sets: Display icons based on cell values.
2. **How to insert a border in Excel with the Format Cells dialog?**
   * To insert a border using the Format Cells dialog:
     + Select the cells or range you want to format.
     + Right-click and choose "Format Cells" from the context menu.
     + In the Format Cells dialog, go to the "Border" tab.
     + Choose the desired border options (e.g., outline, inside, outside).
     + Click "OK" to apply the border.
3. **How to Format Numbers as Currency in Excel?**
   * To format numbers as currency in Excel:
     + Select the cells containing the numbers you want to format.
     + Go to the "Home" tab.
     + In the "Number" group, click the drop-down arrow to open the Number Format drop-down.
     + Choose "Currency" from the list. You can also specify the number of decimal places.
4. **What are the steps to format numbers in Excel with the Percent style?**
   * To format numbers as percentages in Excel:
     + Select the cells containing the numbers you want to format.
     + Go to the "Home" tab.
     + In the "Number" group, click the drop-down arrow to open the Number Format drop-down.
     + Choose "Percentage" from the list. You can adjust the number of decimal places if needed.
5. **What is a shortcut to merge two or more cells in Excel?**
   * The shortcut to merge cells in Excel is **Alt + H + M**. Press and hold the "Alt" key, then press "H," release both keys, and finally press "M" to merge cells.
6. **How do you use text commands in Excel?**
   * If by "text commands" you mean functions or operations related to text, Excel offers various functions for manipulating text. For example:
     + **CONCATENATE**: Combines two or more strings of text.
     + **LEFT** and **RIGHT**: Extracts a specified number of characters from the beginning or end of a text string.
     + **LEN**: Returns the number of characters in a text string.
     + **SUBSTITUTE**: Replaces occurrences of a specified substring with another substring.
     + **LOWER** and **UPPER**: Converts text to lowercase or uppercase.

You can use these functions by entering them directly into a cell or as part of a formula.