**Advance Excel Assignment 5**

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

* In Excel, there are several types of conditions available for conditional formatting. The specific types may vary slightly depending on the version of Excel you are using, but here are some common types:
* Cell Value: Format cells based on their values (e.g., greater than, less than, between, equal to, etc.).
* Specific Text: Format cells that contain specific text or a particular phrase.
* Dates: Format cells based on their date values (e.g., past or future dates, within a specific date range, etc.).
* Duplicate Values: Format cells that have duplicate values within a range.
* Top/Bottom Rules: Format cells that are in the top or bottom percentage or numeric values within a range.
* Icon Sets: Format cells with different icons based on their values or relative comparison with other cells.

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

* To insert borders in Excel using the Format Cells dialog, you can follow these steps:
* Select the cells or range of cells where you want to insert borders.
* Right-click on the selected cells and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, go to the "Border" tab.
* Choose the desired border style, color, and line thickness.
* Select the specific borders you want to apply (e.g., top, bottom, left, right, etc.).
* Click "OK" to apply the borders to the selected cells.

1. **How to Format Numbers as Currency in Excel?**

* To format numbers as currency in Excel, you can use the following steps:
* Select the cells containing the numbers you want to format as currency.
* Right-click on the selected cells and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, go to the "Number" tab.
* Select the "Currency" category from the list on the left.
* Choose the desired currency symbol, decimal places, and any other formatting options.
* Click "OK" to apply the currency format to the selected cells.

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

* To format numbers in Excel with the Percent style, you can follow these steps:
* Select the cells containing the numbers you want to format as percentages.
* Right-click on the selected cells and choose "Format Cells" from the context menu.
* In the Format Cells dialog box, go to the "Number" tab.
* Select the "Percentage" category from the list on the left.
* Choose the desired number of decimal places and any other formatting options.
* Click "OK" to apply the percent format to the selected cells.

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

* The shortcut to merge two or more cells in Excel is as follows:
* Select the cells you want to merge. The cells must be adjacent to each other.
* Press the "Alt" key on your keyboard and then press "H" followed by "M" (Alt+H+M).
* Release the keys, and the selected cells will be merged into a single cell, with the contents centered.

1. **How do you use text commands in Excel?**

* The shortcut to merge two or more cells in Excel is as follows:
* Select the cells you want to merge. The cells must be adjacent to each other.
* Press the "Alt" key on your keyboard and then press "H" followed by "M" (Alt+H+M).
* Release the keys, and the selected cells will be merged into a single cell, with the contents centered.

