

Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
2. How to insert border in Excel with Format Cells dialog?
3. How to Format Numbers as Currency in Excel?
4. What are the steps to format numbers in Excel with the Percent style?
5. What is a shortcut to merge two or more cells in excel?
6. How do you use text commands in Excel?

1A) 1) Highlight Cells Rules, 2) Top/Bottom Rules 3) Data Bars 4) Color Scales 5) Icon sets.

2A) Go to Home → select Draw outside border → you may select all borders to automatically draw the borders for the cell selected or you can manually draw the borders with the help of Draw border option.

3A) Go to Home → under General → Accounting Number Format → This option can format numbers into Dollars, Euros, Rupees etc.

4A) Go to Home → under Percentage → select the Percent style for the cell you want to format with Percent style.
Key board shortcut:- Ctrl + Shift + %

5A) select Shift and select the cells that you want to merge.
go to Home and click on Merge.
Key board shortcut:- Alt H + M + M.

6A) Go to Select the cells → Go to Number Tab → from drop down select Text.