**ASSIGNMENT NO : 5**

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

**Ans:** Five types of conditions are available in conditional formatting on Excel

-Highlight cell rule

-Top/Bottom Rules

- Data Bars

- Color scales

- Icon sets

**Que 2)** How to insert border in Excel with Format Cells dialog?

**Ans:** To open format cell dialog box press Ctrl + 1 and go to the border and we can add different styles of border as per requirement.

**Que 3)** How to Format Numbers as Currency in Excel?

**Ans**: Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

**Que 4)** What are the steps to format numbers in Excel with the Percent style?

**Ans:** On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box**.** In the Format Cells dialog box, in the Category list, click Percentage.

**Que 5)** What is a shortcut to merge two or more cells in excel?

**Ans:** First select the cells want to merge then from keyboard press Alt H+M+C

**Que 6)** How do you use text commands in Excel?

**Ans:** 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.