**ADVANCE EXCEL ASSIGNMENT 05**

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

There are five different types of conditional formatting in Excel. These types are- Highlight Cells Rules, Top and Bottom Rules, Data Bars, Colour Scales, and Icon Sets.

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

Draw cell borders

Click Home > the Borders arrow.

Pick Draw Borders for outer borders or Draw Border Grid for gridlines.

Click the Borders arrow > Line Colour arrow, and then pick a colour.

Click the Borders arrow > Line Style arrow, and then pick a line style.

Select cells you want to draw borders around.

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

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

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

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.

Use the keyboard shortcut Control + Shift + Enter · Select "Percentage" from the dropdown on the home tab of the ribbon · Click the % button in the Number section

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

Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M. Merge and centre cells: If you would like to merge cells and centre your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

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

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. Now Excel will keep your leading 0's. If you've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back.