

### **Assignment - 5**

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

Ans1: 5 Types of conditions are available in conditional formatting on Excel.

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

Ans 2: Select one or more cells to which you'd like to add borders.

Open the Format Cells dialog box by doing one of the following: ...

In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...

When done, click OK.

#### **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?**

Go to Home >> number , you will be able to change the format and style.

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

ANS 5: ALT H+M+M

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

ANS 6: Text functions can be used to analyze, rearrange, extract, and build text strings