**Advance Excel Assignment 5**

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

Answer:  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.

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

Answer:  To insert a border via the *Format Cells* dialog,

* + Select one or more cells to which you'd like to add borders.
  + Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list or right click the selected cells and choose *Format Cells.*
  + In the Format Cells dialog box, click on the Border tab and choose the line style and colour for the same. We can either use Pre-sets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left.

1. How to Format Numbers as Currency in Excel?

Answer: In order to Format Numbers as Currency in Excel, select the cells you want to format. On the Home tab, click the Dialog Box Launcher next to Number and select currency or right click the selected cells and choose Format Cells and click on currency under Numbers tab. In the Symbol box, click the currency symbol that you want to setup.

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

Answer: 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.

- In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the Decimal places box.

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

Answer: ALT + H + M + M is the shortcut key to merge cells in excel.

1. How do you use text commands in Excel?

Answer: In Excel TEXT Function[[1]](https://corporatefinanceinstitute.com/resources/excel/excel-text-function/#citation-text-function-20d5ac4d-7b94-49fd-bb38-93d29371225c) is used to convert numbers to text within a spreadsheet. Essentially, the function will convert a numeric value into a text string. **For example -** Left() **Using Left function when you want to extract the leftmost characters from a string. Len () to know the length of a string that is number of characters in a string. Mid ()to extract the characters from the middle of a string. Find () to know the position of certain characters in a particular string etc.**