**Advance Excel Assignment – 5**

**Q1. How many types of conditions are available in conditional formatting on Excel?**

**Ans: -** There are many types of conditions available, some of the most used types of conditions are: -

1. Highlight Cells Rules
2. Top/Bottom Rules
3. Data Bars
4. Color Scales
5. Icon Sets
6. Conditional Formatting Rules Manager

**Q2. How to insert border in Excel with Format Cells dialog?**

**Ans: -** After selecting the cell(s), press Ctrl + Shift + 7 to apply a default border style to the cells.

**Q3. How to Format Numbers as Currency in Excel?**

**Ans: -** We can use the Currency button in the Number group on the Home tab of the ribbon to quickly apply currency formatting to selected cells.

**Q4. What are the steps to format numbers in Excel with the Percent style?**

**Ans: -** Steps: - 1. Select the cell or range of cells that you want to format.

2. Click on the Home tab in the ribbon.

3. In the Number group, click on the Percent Style button. This will apply the default percentage format to the selected cells.

**Q5. What is a shortcut to merge two or more cells in excel?**

**Ans: -** To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.

**Q6. How do you use text commands in Excel?**

**Ans: -** By Selecting the column, or range where we'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.