

Assignment 5

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

1 Highlight cell rule (Greater than, less than, Between, Equal to, Text that contains, A date occurring, Duplicate values)

2 Top/bottom rules (Top 10 item, Top 10%, Bottom 10 item, Bottom 10%, Above Average , Below average)

3 Data bars, (Gradient fill, Solid fill)

4 Colour scales

5 Icon set

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

1 select cell range, Home, next Font, select border

3. How to Format Numbers as Currency in Excel?

Select home tab, showing ribbon, number, select number as currency or Ctrl + 1

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

Select range, Ctrl + Shift %

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

Alt + H, M, C or M.

6. How do you use text commands in Excel?

Alt, N, ZT, X