Assignment 5

Answer1

Five types of conditional formatting are available which are:

Highlights cell rules

Top/bottom rules

Data bars

Color scales

Icon sets

Answer 2

Steps

1. Select the cell.
2. Right click on the cell
3. Select the format cell from the dialogue box .
4. Select the border option and make and select the width of border
5. Click on ok.

Answer 3

There are two ways :

Ctrl+shift+4

Second one steps

1. Select the cell
2. Right click on cell
3. Click on format cells .
4. Select the number option
5. Select the currency from drop down .
6. Set the currency.
7. Click on ok.

Answer 4

steps are like this.

1. Select the cell or column.
2. Right click
3. Select the format cell option
4. Click on numbers and select the percentage option
5. Click on ok .

Answer 5

Alt+ h+ c+ m

Is the short cut key for

Answer 6

Text command in excel allows us to change and format text and we can also change a number into text by different text commands .