**Advanced Excel Assignment 5**

1. **How many types of conditions are available in conditional formatting on Excel?**
   1. There are 5 types of conditional formatting:
      1. Background Colour Shading (of cells)
      2. Foreground Colour Shading (of fonts)
      3. Data Bars
      4. Icons (4 different image types)
      5. Values
2. **How to insert border in Excel with Format Cells dialog?**
   1. To insert a border via the Format Cells dialog,
      1. Select the cells range to add borders.
      2. Open the Format Cells dialog box by doing one of the following:
         1. Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.
         2. Right click the selected cells and choose Format Cells from the context menu.
         3. Press Ctrl+1 shortcut.
         4. In the Format Cells dialog box, switch to the Border tab and choose the line style and colour first. And then, either use Preset to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. Then click OK.
   2. Windows shortcuts for border:
      1. Add outside border: CTRL + SHIFT + &
      2. Remove all borders: CTRL + SHIFT + \_
3. **How to Format Numbers as Currency in Excel?**
   1. Select the cells 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?**
   * 1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.
     2. In the Format Cells dialog box, in the Category list, click Percentage.
     3. In the Decimal places box, enter the number of decimal places that you want to display.
5. **What is a shortcut to merge two or more cells in excel?**
   * 1. Merge Cells: ALT +H+M+M.
     2. Merge & Center: ALT +H+M+C
     3. Merge Across: ALT + H+M+A
     4. Unmerge Cells: ALT + H+M+U
6. **How do you use text commands in Excel?**
   * 1. =TEXT(TODAY(),"MM/DD/YY")
     2. =TEXT(0.285,"0.0%")