Advance Excel Assignment 5

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

Ans: Five types: Highlight cells rules, Top/ Bottom rules, Data bars, Colour scales and icon sets.

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

Ans: Home tab > Cells grouping > Format > Format Cells > Border > Select the style of line and outlines > Ok.

3. How to Format Numbers as Currency in Excel?

Ans: Select the cells > Home tab > Number grouping > Click down the little arrow > Currency > Select symbol > Ok.

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

Ans: Select the cells > Home tab > Number grouping > Click down the little arrow > Percentage > Select decimal places > Ok.

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

Ans: Alt + H + M + M

6. How do you use text commands in Excel?

Ans: The text function is used to convert numeric wake to text string.

Syntax =Text(Value, format\_text)

Where value is numeric vale