**Advance Excel Assignment 5**

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

There are 5 types of conditional formatting in excel: highlighting cell rules, top/bottom rules, databar, icon cells, color cell.

1. **How to insert border in Excel with Format Cells dialog?**
2. Select the cell that you want then click on down arrow next to border button, click on more borders.
3. In Format cells box click on border, select the line style and color you want for the cells.
4. Then click ok.
5. **How to Format Numbers as Currency in Excel?**

Select the cell or range of cell, go to number group in home tab, click on the down arrow in the number formatting box and click currency. you can choose different types of currency by clicking on the down arrow next to the $ sign in the number group.

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

In the home tab, in number group, click the down arrow next to the number box and select percentage.

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

To merge two or more cells select the cell range that you want to merge and press Alt+H+M+C .

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

This function is used to make conversion work by using formula, which is Text(value, format\_text). Where “value” means the numerical value which want to convert to text and “format\_text” means format the user want to apply.