Advance Excel Assignment 5

1. Conditional formatting consists of:

* Highlight cell rules
* Top/Bottom rules
* Data bars
* Colours schemes
* Icon set

1. To insert border in cell using format:

* On the left of the dialog box, there’s a ‘Style’ section, where you can select the type of border you want, like dashed, dotted, thick, double, and more.
* The ‘Colour’ section is also present on the left side. As the name suggests, this lets you select the colour you want for the borders.
* The right-side top portion has some ‘Presets’ that you can select to quickly add borders either in between cells or around cells.
* The lower portion of the right side is the main ‘Border’ section. This lets you select which parts of your selection you want your borders on.
* This section also provides a small preview of how your selections are going to look when you apply your choice of borders on them.

1. Select number which you want to convert, then click on **Home Tab** and in that click on **Number** after that click on the drop-down button And select **Currency** option and select the format which you want.
2. Select number which you want to convert, then click on **Home Tab** and in that click on **Number** and select **%(percentage)** sign.
3. To merge two or more cells, highlight them and then press the following keys at the same time: **ALT+H,M,M**.
4. Formula to use text function **=TEXT(Value you want to format, "Format code you want to apply")**