

Advance Excel Assignment 5

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

ANS There are **5** types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.

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

ANS

1. Select one or more cells to which you'd like to add borders.
2. Open the Format Cells dialog box by doing one of the following: ...
3. In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. ...
4. When done, click OK.

SHORTCUT >ALT+H+B+A

Q.3 How to Format Numbers as Currency in Excel?

ANS

- 01 CNTL + 1 AND SELECT CURRENCY WHICH YOU WANT
02. HOME TAB > NUMBER >DROP DOWN AND SELECT CURRENCY

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

ANS CTRL+SHIFT +5

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

ANS ALT + H + M + C