Advance Excel Assignment 5

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

Ans. There are 5 Types of conditional formatting

    1. Highlights Cells

    2. Top/Bottom Rules

    3. Data bars

    4. Colors Scales

    5. Icon Sets

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

Ans. To add a border to a single cell or a range of cells, follow these steps:

    1. Select the cells that you want to format.

    2. On the Format menu, click Cells.

    3. In the Format Cells dialog box, click the Border tab.

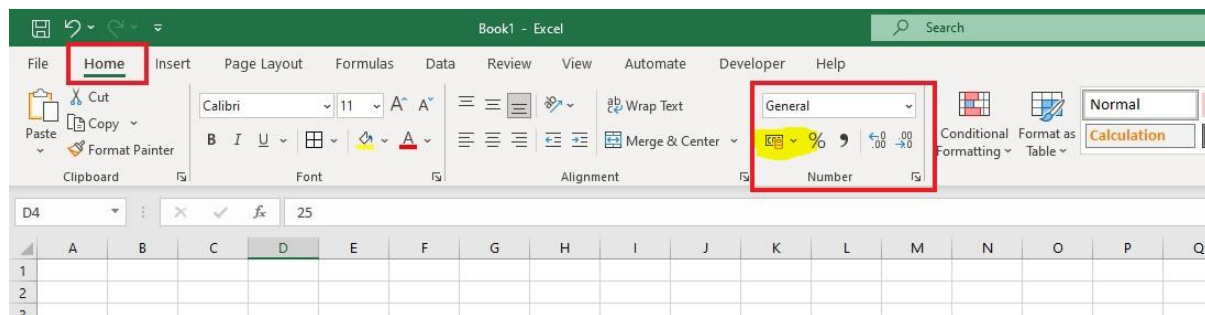   4. Select any one of the line styles in the Style list.

    Shortcut for Format Cell is ctrl+1. →Border→ Select any one of the line styles in the Style list

3. How to Format Numbers as Currency in Excel?

Ans. Home → Number→ Accounting number format→Select the currency type required

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

Ans.

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

Ans. Alt+H+M

6. How do you use text commands in Excel?

Ans. Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.