

ASSIGNMENT 5

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

Ans. =>

You can include up to three different conditions on any cell or range of cells.

Que2. 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.

Que3. How to Format Numbers as Currency in Excel?

Ans. =>

Format numbers as currency in Excel for the web:

1. Select the cells that you want to format and then, in the number group on the Home tab, click the down arrow in the Number Format box.
2. Choose either Currency or Accounting.

Que4. What are the steps to format numbers in Excel with the percent style?

Ans. =>

On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box. In the format Cells dialog box, in the Category list, click Percentage. In the Decimal places box, enter the number of decimal places that we want to display.

Que5. What is shortcut to merge two or more cells in excel?

Ans. =>

We can now use **Ctrl + M** to merge cells in Excel. Set up additional shortcuts for Merge Across, Merge & Centre or Unmerge

Que6.How we use text Commands in Excel?

Ans. =>

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

Now Excel keep our leading 0's. if we've already entered data and Excel has removed our leading 0's, We can use the TEXT function to add them back.