**Advance Excel Assignment 5**

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Q1:- How many types of conditions are available in conditional formatting on Excel?

Ans:- There is no limitation for conditions in conditional formatting in excel, We can also use any formula to apply any condition.

But by default, there are 2 types of conditions are available in conditional formatting on Excel

1. Highlight cell Rules
2. Top/Bottom Rules.

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Q2:- How to insert border in Excel with Format Cells dialog?

Ans:- We can find the Format Cell option by right-clicking on any of the cells, In the format cell option, we can see multiple options in that we need to select the Border tab.

In the Border tab, we can see multiple styles for the cell juts select any style and select the Place where we have to apply the border in the cell and click ok.

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Q3:- How to Format Numbers as Currency in Excel?

Ans:- Steps to format number as currency in excel are mentioned below

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 Home/Font Tab
2. Choose either Currency or Accounting and adjust the decimal points and click ok.

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Q4:- What are the steps to format numbers in Excel with the Percent style?

Ans:- Steps to format number in Excel with the Percent style are mentioned below

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 Home/Font Tab
2. Choose percentage and adjust the decimal points and click ok.

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Q5:- What is a shortcut to merge two or more cells in excel?

Ans:- “Alt + H + M + M” This is a shortcut to merge two or more cells in excel.

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Q6:- How do you use text commands in Excel?

Ans:- I use Text commands in Excel to convert the Normal Date into “MMM’YY” Format. We can also use this function to change the format of Time.

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