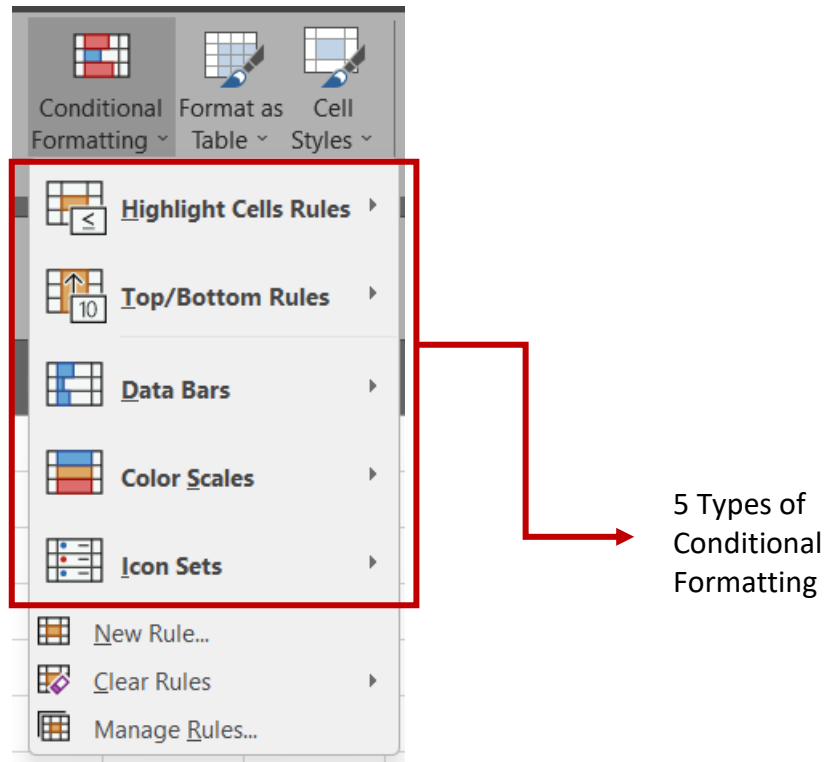# ADVANCE EXCEL ASSIGNMENT 4

1) How many types of conditions are available in conditional formatting on Excel?
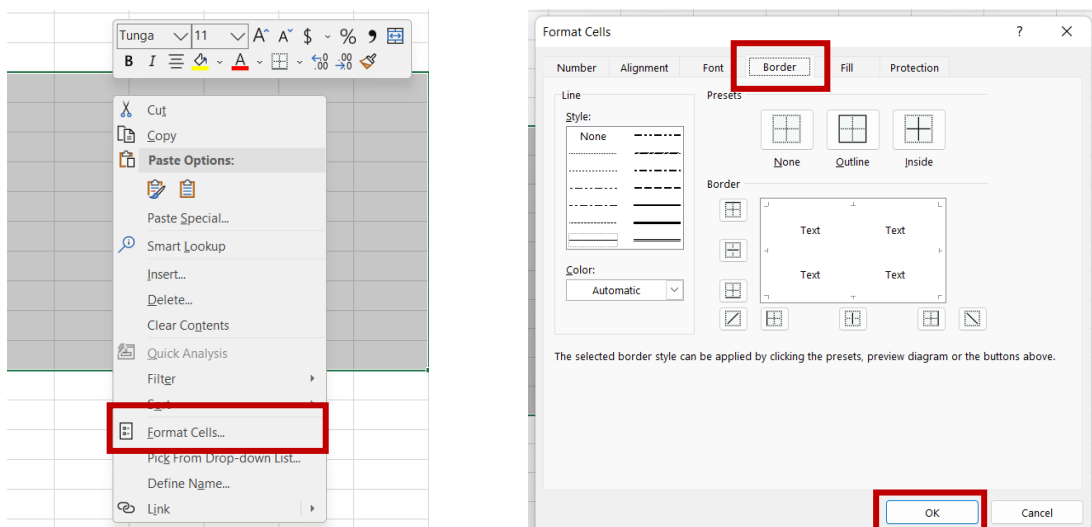
Ans: There are 5 types of conditional formatting visualizations available: as shown below

5 Types of Conditional Formatting

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

Ans: Steps:

1. **Select Cells** which you want to add border
2. **Right Click – Choose Format Cells (Ctrl+1)**
3. Pop up will appear- **Format cells**
4. Select **Border Option** to add borders as required
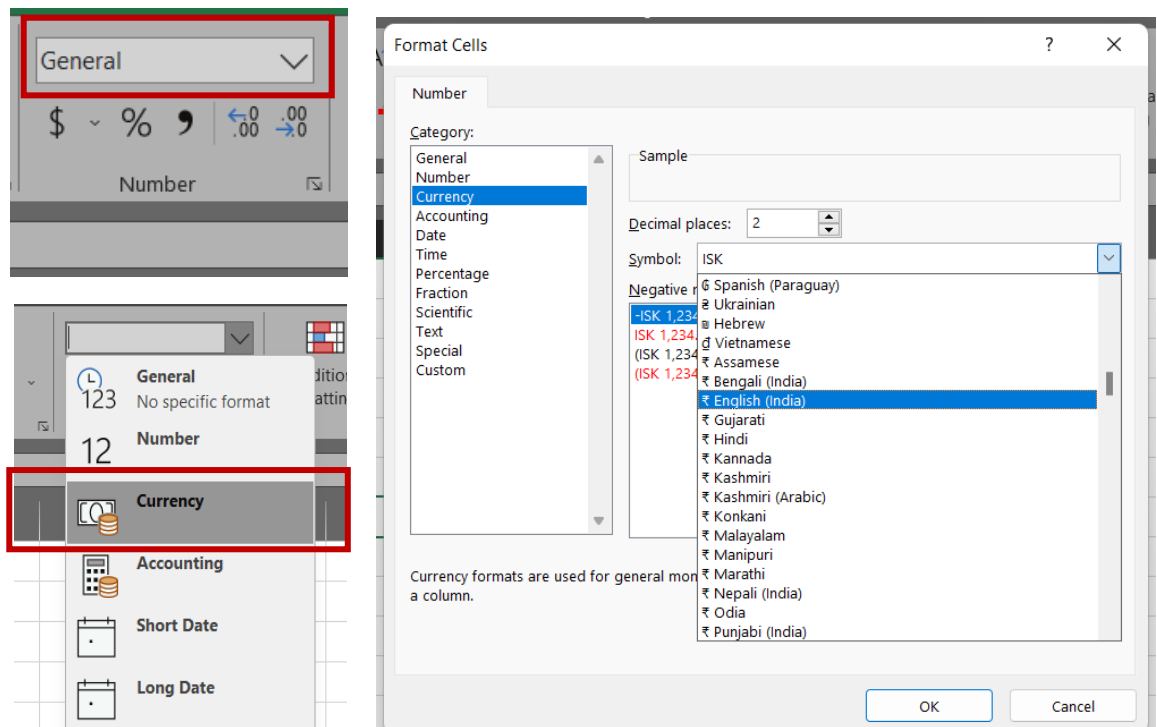5. Click **OK** button

3) How to Format Numbers as Currency in Excel?

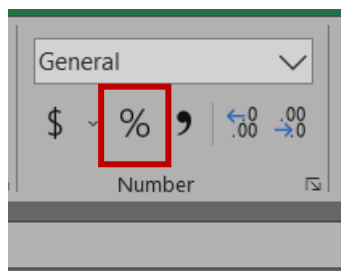Ans: Opt 1- Click on **$ symbol** from **Number formatting** option in Ribbon

Opt-2- Choose **Currency** Option from **Dropdown** Menu in **Numbers formatting** option
Select required **Currency.**

For more Currency option Click on **More Number Formats...** from dropdown
Popup – **Format Cells (Ctrl+1)** > **Choose Currency** > Select required currency from
Dropdown

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

Ans: Click on **% symbol** from **Number formatting** option in ribbon

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

Ans: Press **ALT + H**

Then click **M+M** to merge selected cells

6) How do you use text commands in Excel?

Ans: We can use Text command as follow,

=TEXT(Value you want to format, "Format code you want to apply")

Ex:

=TEXT(TODAY(),"MM/DD/YY") It will display today's date **07/20/2022** format.

=TEXT(A1, "$#,##0.00") It will display Value from **A1** cell **($7524.68)** as **$7,524.68**