

# Advance Excel Assignment 5

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

There are 5 types of conditional formatting visualizations available:

- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Data Bars
- Icons (which have 4 different image types)
- Values

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

- Home > Cells > Format Cells..
- The Format Cells dialog box will open, select the 'Border' window.
- In Line select the type of line want then select the Color for cell border. Select the Border here presets are given then click OK.

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

- Select the cells that you want to format.
- In Home > Number Group open Number Format the Format cell
- Select **Currency** after that **symbol** will open, select the country Then click **OK**.

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

- 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 you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the **Decimal places** box.

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

- Select the cells to merge.
- Select **Merge & Center** in Alignment Group.

## 6. How do you use text commands in Excel?

- On the Home > Number Group, Number Format > Format cells > Number > Text. Start writing.
- Another way by the Function

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