**Assignment 5**

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

* Cell Value
* Specific Text
* Dates
* Duplicates/Unique
* Top/Bottom Rules
* Color Scales
* Icon Sets
* Data Bars
* Formula

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

* Select the cells
* Right-click on the selected cells and choose "Format Cells"
* In the Format Cells dialog box, go to the "Border" tab.
* several predefined border styles are displayed
* Select you want
* Press OK

1. **How to Format Numbers as Currency in Excel?**

* Go to the Home tab
* Click the Dialog Box Launcher next to Number.
* In the Format Cells dialog box, in the Category list, click Currency or Accounting.
* In the Symbol box, click the currency symbol that you want.

1. **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.

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

* Press ALT H+M+M

1. **How do you use text commands in Excel?**

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