**Advance Excel Assignment 5**

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

Answer : Conditional formatting has following conditions – Highlight cell rules, Top/Bottom rules, Data bars, Color scales, Icon sets and with all this we can also create our own rules and modify.

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

Answer : We can access format cells dialogue under Home tab in Cells select Format and in that Format cells is available from there we can insert border and edit many more things and CTRL + 1 is the shortcut for the same.

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

Answer : Select the number in which we want to do conversion then under Home tab select Numbers and in that click on the drop down from there select currency and in that at the end more number formats we can also change the currency.

1. **What are the steps to format numbers in Excel with the Percent style?**

Answer : Same as we convert numbers into currency there is a sign of percentage and we can select percentage in drop down to and we can also select number of decimal places.

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

Answer : ALT + H + M + M is the shortcut to merge cells.

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

Answer : There are many more text functions and we use them for our custom changes in the data, some text commands are Find(), len(), Concatenate(), Rept(), Upper(), Trim() etc.

