**Advance Excel Assignment 5**

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

To highlight cells according to multiple conditions being met, you can use the IF and AND Functions within a conditional formatting rule. Select the range you want to apply formatting to. In the Ribbon, select Home > Conditional Formatting > New Rule.

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

Click Home > the Borders arrow, and then pick the border option you want. Add a border line style - Click the Borders arrow > Border Style, and then pick a line style option.

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

On the Home tab, click the Dialog Box Launcher next to Number. Tip: You can also press Ctrl+1 to open the Format Cells dialog box. 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.

**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.

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

Merge cells: To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M. Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

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

1. Select the cell where you want the combined data.
2. Type the formula, with text inside double quotes, and the date inside the TEXT function. For example, to show the full weekday name, for the current date: ="Today is " & TEXT(TODAY(),"dddd")
3. Press Enter to complete the formula.