**Assignment – 5**

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

Ans. conditional formatting offers four types of icon sets, i.e., directional, shapes, indicators, and ratings.

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

1. Click Home > the Borders arrow.
2. Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
3. Click the Borders arrow > Line Color arrow, and then pick a color.
4. Click the Borders arrow > Line Style arrow, and then pick a line style.
5. Select cells you want to draw borders around.

3. How to Format Numbers as Currency in Excel?

Ans. In the Format sidebar, click the Cell tab, then click the Data Format pop-up menu and choose Currency.

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

Ans. Control + Shift + %

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

Ans. ALT H+M+M

6.How do you use text commands in Excel?

Ans. On the Home tab, in the Number group, click the arrow next to the Number Format box, and then click Text.