**Advance Excel Assignment 5**

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

We can include up to three different conditions on any cell or range of cells.

For example, your three conditions: -  
If the number < 0 then shade the cell red.  
If the number = 0 then shade the cell orange.  
If the number > 0 then shade the cell green.

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

Home Tab - the Borders arrow, and then pick the border option we want. also

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?

Select the cell or range of cells that we want to format, and then press Ctrl+Shift+$.

Other Method: -

Step 1: Select the range of cells that you want to Format.

Step 2: After you select the required data, Go to Home tab >> Number group >> Click on the down arrow in the Number Format box.

Step 3: Now, Click on the Currency option from the given list.

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

Home tab - Number group - click the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box - Category list - click Percentage.

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

Merge Cells: ALT H+M+M.

6. How do you use text commands in Excel?

Select the column, or range then use CTRL+1 to bring up the Format - Cells dialog and on the Number, tab select Text.

Now Excel will keep your leading 0's. If we've already entered data and Excel has removed your leading 0's, you can use the TEXT function to add them back.