Advance Excel Assignment 5

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1. There are five types of conditional formatting available on Excel that are Background color shading, Foreground color shading, Data bars, Icons, and Values.
2. After opening the format cell in excel, more borders need to be selected. Here, different types of bordering options are available like outside border, insider border none. Any kind of border could be selected.
3. After selecting the cell, number format box need to be selected form drop down option. Here, the currency option can be selected.
4. Click the icon next to Number on the Home tab's Number group to open the Format Cells dialogue box. Click Percentage in the Category list of the Format Cells dialogue box. Enter the number of decimal places want to show in the Decimal places box.
5. Alt H+M+M is the shortcut to merge two or more cells in excel.