Advance Excel Assignment 9

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

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

3. How to Format Numbers as Currency in Excel?

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

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

Answers-

1. here are 5 types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.
2. 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. You can press Ctrl+1 to open the Format Cells dialog box.
4. 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. Click the first cell and press Shift while you click the last cell in the range you want to merge. Important: Make sure only one of the cells in the range has data. Click Home > Merge & Center.