**Advance Excel Assignment 5**

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

There are 5 types of conditions available in conditional formatting in Excel

1. Highlight Cells Rules
2. Top/Bottom Rules
3. Data Bars
4. Color Scales
5. Icon Sets

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

On the Home tab, select Format > Format Cells, which will open the Format Cells dialog box.

In the Border Tab, select the type of border you want, then click on OK

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

Three ways to change the format of a cell

1. Number Format drop down menu

* Home tab >> in Number Group >> Number Format drop down menu
* Click on the arrow to the right. This opens the drop down menu.
* Select either Currency or Accounting. Either one will format the cell for money.

1. Accounting Number Format button

* Home tab >> in Number Group >> Account Number Format button
* Click on the arrow to the right. This opens the drop down menu.
* Select appropriate currency for Accounting.

1. Format Cells window

* Select the cell or cells you want to edit. After Right clicking on the selected

cells, select **Format Cells** option from the list

* From the Format Cells window in the Number tab, Select either Currency or Accounting from Category to display the currency symbol in the cell.

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

Select the cell or cells in excel you want to format Number, then Press ‘Ctrl + Shift + %’

or

Go to Home tab >> Number group >> in Number Format drop down menu >> select Percentage.

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

To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M

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

The **TEXT** function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

In its simplest form, the TEXT function says:

**=TEXT(Value you want to format, "Format code you want to apply")**