**EXCEL ASSIGNMENT 5 SOLUTION**

Q1)how many types of conditions are available in conditional formatting on excel?

Ans)many conditions:

* Less than
* Greater than
* Between
* Equal to

Q2)how to insert border in excel with format cells dialog?

Ans)1)select one or more cells to which you had like to add borders

2)open the format cells dialog box

3)in format cells dialog box,switch to border tab and choose the line style and color first

When done .click ok

Q3)How to format numbers as currency in excel?

Ans)select the cell you want to format.in the format sidebar,click the cell tab,then click the data format pop up menu and choose currency.

Q4)What are the steps to format numbers in excel with the percent style?

Ans)on the home tab in number group click icon next to number to display the format cells dialogue,in category list ,click percentage.

Q5)what is the shortcut to merge two or more cells in excel?

Ans)highlight them and then press ALT H+M+M at the same time.

Q6)how do you use text commands in excel?

Ans)select the column,or range where you will be putting the values then use Ctrl+1 to bring up the format >cell dialogue and on the number tab select text.