Assignment 5 : Excel

Solutions

1.: 5 Types of Conditional Formatting

1. Highlight cell rules
2. Top/Bottom Rules
3. Data Bars
4. Icons Sets
5. Color Scales

2:

1. Select the cells to which border needs to be added.
2. Press Ctrl+1 to open the format cells dialog box.
3. Switch to the **Border** tab and choose the line style and color.
4. Use Presets to add the outside or inside borders.
5. Click on OK.

3:

1. Select the cells.
2. Click on the number group in Home tab ribbon.
3. Select “Currency”//Select desired currency.
4. The selected cells would have the selected currency symbol.

4:

1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.
2. In the Format Cells dialog box, in the Category list, click Percentage.
3. n the Decimal places box, enter the number of decimal places.
4. Press Enter key.

5: ALT H+M+M. is the shortcut to merge cells in excel

6:

1. The Excel TEXT Function is used to convert numbers to text within a spreadsheet. Essentially, the function will convert a numeric value into a text string.
2. **Formula= Text(Value,format\_text)**