**Advance Excel Assignment 5**

**Que1.** How many types of conditions are available in conditional formatting on Excel?

**Ans:** In Excel, there are three main types of conditions available in conditional formatting:

* Highlight Cell Rules
* Top/Bottom Rules
* Data Bars, Color Scales, and Icon Sets

**Que2.** How to insert border in Excel with Format Cells dialog?

**Ans**: To insert a border using the Format Cells dialog in Excel:

* Select the cells where you want to add a border.
* Right-click and choose "Format Cells".
* Go to the "Border" tab.
* Select the border style and click on the border sections (e.g., outline, inside) where you want the border.
* Click "OK" to apply.

**Que3.** How to Format Numbers as Currency in Excel?

**Ans:** To format numbers as currency in Excel:

* Select the cells with numbers.
* Right-click and choose "Format Cells".
* Go to the "Number" tab and select "Currency".
* Choose the currency symbol and decimal places.
* Click "OK" to apply.

**Que4.** What are the steps to format numbers in Excel with the Percent style?

**Ans:** To format numbers with the Percent style in Excel:

* Select the cells with numbers.
* Go to the "Home" tab.
* Click on the "Percent Style" button (%) in the "Number" group.

**Que5**. What is a shortcut to merge two or more cells in excel?

**Ans:** The shortcut to merge two or more cells in Excel is `Alt` + `H`, `M`, `M`.

**Que6**. How do you use text commands in Excel?

**Ans:** To use text commands in Excel:

* Select the cell(s) with text.
* Go to the "Home" tab and use the commands in the "Alignment" or "Font" group to adjust text formatting, such as font size, alignment, and text wrapping.