**Advance Excel Assignment 5**

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

Answer:

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

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

Answer:

The fastest way to make a border in Excel is to apply one of the inbuilt options directly from the ribbon. Here's how:

1. Select a cell or a range of cells to which you want to add borders.
2. On the *Home* tab, in the *Font* group,
3. click the down arrow next to the Borders button, and you will see a list of the most popular border types.
4. Click the border you want to apply, and it will be immediately added to the selected cells

3. How to Format Numbers as Currency in Excel?

Answer: To show numbers as currency, you can apply either the Currency format or the Accounting format.

1. Select the cells that you want to format and then, in the **Number** group on the **Home** tab, click the down arrow in the **Number Format** box.
2. Choose either **Currency** or **Accounting**.

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

Answer: To quickly apply percentage formatting to selected cells, click **Percent Style** in the **Number** group on the **Home** tab, or press **Ctrl+Shift+%**. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

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. In the **Decimal places** box, enter the number of decimal places that you want to display. For example, if you want to see 10% instead of 10.00%, enter 0 in the **Decimal places** box.

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

Answer: 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?

Answer: 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.

**Note:** The TEXT function will convert numbers to text, which may make it difficult to reference in later calculations. It’s best to keep your original value in one cell, then use the TEXT function in another cell. Then, if you need to build other formulas, always reference the original value and not the TEXT function result.

