**Advance Excel Assignment 5**

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

- There are 5 types of conditional formatting on Excel. They are Highlighting Cells Rule, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets.

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

- To Add border in Excel follows the below steps :-

* Select the cells that you want to format.
* On the cells menu, click Format.
* In the Format Cells dialog box, click the Border tab.
* Select any one of the line styles from that.
* If you want to add colors then, Click the Color drop-down arrow and select any one of the colors.
* And then click on the OK button

1. How to Format Numbers as Currency in Excel?

* On the Home tab, click the Dialog Box Launcher next to Number. In the Format Cells dialog box, in the Category list, click Currency or Accounting. In the Symbol box, click the currency symbol that you want.

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

- On the Home tab, in the Number group, click the icon next to Number to display the format cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage.

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

- To Merge cells shortcut key is - highlight them first and then press the following keys at the same time: ALT H+M+M.

- To Merge and center cells - highlight the cells and press these keys: ALT H+M+C

1. How do you use text commands in Excel?

* The Excel FORMULATEXT function returns a formula as a text string. You can use FORMULATEXT to extract the formula as text from a cell. If you use FORMULATEXT on a cell that doesn't contain a formula, it returns #N/A.