**Advance Excel Assignment-5**

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

The types of conditions in conditional formatting on excel are as follows:

* Highlight Cell Rules
* Top/Bottom Rules
* Data Bars
* Colour Scales
* Icon Sets
* Clear Rules
* Manage Rules

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

To insert borders in Excel using the Format Cells dialog, the steps are as follows:

* Select the cells or range of cells to which you want to apply the borders.
* Right-click on the selected cells and choose Format Cells from the context menu.
* In the Format Cells dialog box, navigate to the Border tab.
* Under the Presets section, you'll see various border styles that you can choose from.
* If we want to apply borders only to specific sides of the selected cells, you can click on the buttons under the Preview section to toggle the borders on or off for the top, bottom, left, and right sides.
* Make sure you have the Apply to field set to Selected cells if you only want to apply borders to the currently selected cells.
* As you make your selections, the Preview section will show you how the selected border style will appear on the cells. Once we are satisfied with the settings, click the OK button to apply the borders.

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

Formatting numbers as currency in Excel using the Number Format drop-down in the Home tab. Here's the steps to do as follows:

* Select the cells or range of cells that you want to format as currency.
* In the Excel ribbon, go to the Home tab.
* In the Number group, you'll find a drop-down box with different number formatting options. By default, it usually displays General.
* Click on the drop-down arrow to open the menu. From the list of number formats, you'll see several currency options. Choose the one that matches your desired currency format.
* The chosen currency format might automatically adjust the decimal places to match typical currency formatting. If you want to customize the number of decimal places, you can do so by clicking the Increase Decimal or Decrease Decimal buttons in the Number group of the ribbon.

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

The Percent Style is a specific type of formatting that directly converts numbers into percentages with the percent symbol (%). The steps are as follows:

* Select the cells or range of cells that you want to format as percentages.
* Right-click on the selected cells and choose Format Cells from the context menu.
* In the Format Cells dialog box, navigate to the Number tab.
* In the Category section, select the Number category.
* Specify the number of decimal places you want to display for the numbers. This step is optional, but you can adjust the decimal places if needed.
* In the Symbol dropdown, select the currency symbol you want to use. This will add the percent symbol to your numbers.
* Choose how you want negative numbers to be displayed. You can use options like -123 or (123).
* After making your selections, click the "OK" button to apply the chosen number format to the selected cells.

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

In Excel, you can merge two or more cells by following these steps:

* Select the cells you want to merge. Click and drag to select a range of cells.
* Go to the Home tab on the Excel ribbon.
* In the Alignment group, you'll find the Merge & Center button.
* Click on the arrow next to it to see a dropdown menu with different merging options.

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

In Excel, you can use text commands in various ways, such as creating formulas, applying functions, and manipulating text data. These commands are typically used within cells to perform specific tasks.

To use these text commands, follow these general steps:

* Select the cell where you want the result to appear.
* Start typing an equal sign (=) to begin a formula.
* Enter the text command, followed by any necessary arguments and/or cell references.
* Press Enter to apply the command and see the result in the selected cell.