**Assignment 5**

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

Ans: Three types of conditions.

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

Ans: Select cell press Ctrl+1 select border option and choose border types and press OK.

1. How to Format Numbers as Currency in Excel?

Ans: Select column which we want to change into currency press Ctrl+1 select number option and choose currency from list and then select whatever symbol you want to choose ex. Rupees, dollars etc.

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

Ans: Select column which we want to change into percentage press Ctrl+1 select percentage option and press OK.

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

Ans: Alt H+M+M.

1. How do you use text commands in Excel?

Ans: **TEXT (Value, format\_text)**

**Where, value- value we want to change into text**

**Format\_text- is the format we want to apply.**