Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
2. How to insert border in Excel with Format Cells dialog?
3. How to Format Numbers as Currency in Excel?
4. What are the steps to format numbers in Excel with the Percent style?
5. What is a shortcut to merge two or more cells in excel?
6. How do you use text commands in Excel?

Answers

1. There are 6 types of conditions available in conditional formatting on Excel.
2. Select cells > on the **Home tab** in the cells group click **Format** > Go to **Format Cells** > Find **Border** tab and click the border you want to apply.
3. Select cells > on the **Home tab** in the number group click the drop-down list > Find **currency** and click it.
4. Select cells > on the **Home tab** in the number group click the drop-down list > Find **percentage** and click it.
5. Alt + H + M + M
6. Just like the other commands, putting '=' ar first and write the text commands I need like CONCATENATE, or PROPER.