# **Advance Excel Assignment 5**

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

# Ans: Conditional formatting in Excel offers a variety of formatting options based on different types of conditions

# **Cell Value, Data Bars, Color Scales, Icon Sets, Top/Bottom Rules, Text Contains, Dates, Duplicate Values, Formulas, New Rules**

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

# Ans: Go to the "Home" tab on the Excel ribbon.

# In the "Alignment" group, click on the small arrow in the bottom-right corner to open the "Format Cells" dialog

# **How to Format Numbers as Currency in Excel?**

# Ans: Go to the "Home" tab on the Excel ribbon.

# In the "Number" group, click the drop-down arrow next to the Number Format box.

# Choose "Currency" from the list

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

# Ans: Go to the "Home" tab on the Excel ribbon.

# In the "Number" group, click the drop-down arrow next to the Number Format box.

# Choose "Percentage" from the list.

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

# Ans: Go to the "Home" tab on the Excel ribbon.

# In the "Alignment" group, you will find the "Merge & Center" button. Click the drop-down arrow next to it.

# Choose one of the following merge options:

# "Merge & Center": Merges the selected cells and centers the content both horizontally and vertically.

# "Merge Across": Merges cells in each row individually, maintaining the content within each row.

# "Merge Cells": Merges the selected cells without centering the content.

# **How do you use text commands in Excel?**

# Ans: **Type a Text Command make concatenate**