**ADVANCED EXCEL ASSIGNMENT -5**

**1Ans:** You can include up to three different conditions on any cell or range of cells.

For example your three conditions might be:

0) If the number < 0 then shade the cell red.

1) If the number = 0 then shade the cell orange.

2) If the number > 0 then shade the cell green

**2Ans:** The following is the procedure to insert border in excel with format cell dialog

Step1: go to **home**>**cells**>**format**>**format cells**

Step 2: format cells dialog box appears and in that go to the presets and choose the borders which you want to give

**3Ans:** The following is the way through which numbers can be formatted as currency in excel

Step1: Give the numerical data

Step 2: select the data

Step 3: go to **Home tab**>**Number group**>**Number format**>**currency**

**4Ans:** The following steps are to be followed to format numbers in excel with percentage style

Step 1: Give the numerical data

Step 2: Select the data

Step 3: go to **Home tab**>**Number group**>**Number format**>**percentage**

**5Ans:** Merge across cells:

To merge across cells in a single row, highlight the cells and use this keyboard shortcut: **ALT H+M+C**.

Unmerge cells:

If you need to unmerge a group of cells, you can highlight the merged cell and press the following keys at the same time: ALT H+M+U

**6Ans:** Text commands can be used in the following manner

1. Summary. The Excel TEXT function returns a number in a given number format, as text. ...
2. Convert a number to text in a number format.
3. A number as text in the given format.
4. =TEXT (value, format\_text)
5. value - The number to convert. format\_text - The number format to use.