

## Advance Excel Assignment 5

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

**Ans:** We can make max three conditions on excel but we can make more than 3 condition using VBA.

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

**Ans:** Select range of cells -> Home Tab -> In font grouping, we have range of borders to select, choose suitable borders for particular.

3. How to Format Numbers as Currency in Excel?

**Ans:** Select the data that you want change into currency, under Home tab -> Numbers grouping or Right click on selected data to format cells, there you can select the specific required currency.

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

**Ans:** Select the data -> Home tab -> under grouping "Number" -> click on percentage (%) sign  
Data will convert into Percentage.

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

**Ans:** To merge -> **Alt + H + M + M**

To merge and center -> **Alt + H + M + C**

6. How do you use text commands in Excel?

**Ans:** =TEXT (Value, Format Text)

Or

Select the data and Press CTRL + 1 for Format cells -> Here, we can make it as TEXT.