Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
   There are 5 types of Conditional Formatting visualizations:
   - Background color shading (of cells)
   - Foreground color shading (of fonts)
   - Data bars
   - Icons
   - Values

2. How to insert border in Excel with Format Cells dialog?
   - Click Home > Cells > Format > Format cell
   - Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
   - Click the Borders arrow > Line color arrow, and then pick a color.
   - Click the Borders arrow > Line Style arrow, and then pick a line style.
   - Select cells you want to draw borders around.

3. How to Format Numbers as Currency in Excel?
   - Select the cells that you want to format
   - In the Number group on the Home tab > click the down arrow in the Number Format box.
   - Choose either Currency or Accounting.

4. What are the steps to format numbers in Excel with the Percent style?
   - On the Home tab, in the Number group > click the icon next to Number to display the Format Cells dialog box.
   - In the Format Cells dialog box, in the Category list>click Percentage.

5. What is a shortcut to merge two or more cells in excel?
   - Click the first cell and press Shift while you click the last cell in the range you want to merge. Important: Make sure only one of the cells in the range has data.
   - Click Home > Merge & Center.
   - To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M.

- Merge and center cells: If you would like to merge cells and center your text at the same time, you can highlight the cells and press these keys: ALT H+M+C.

6. How do you use text commands in Excel?
   On the Home tab, in the Number group, click the arrow next to the Number Format box, and then click Text.