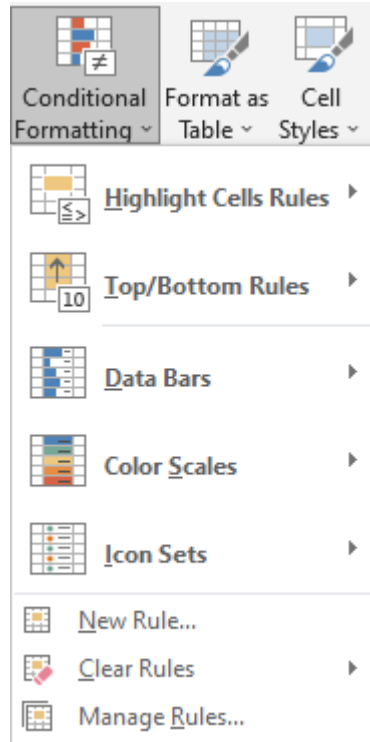


Advance Excel Assignment 5

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

Ans:- the conditions present in the conditional formatting commands are following :-



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

Ans:- Step 1:- Right click on cell

Step 2:- click on format cells

Now a new dialogue box of "Format Cells" will open

Step 3:- Click on "Border" option

Step 4:- Choose the desired type of border.

Step 5:- Click ok

3. How to Format Numbers as Currency in Excel?

Ans :- one of the method to perform this task is following:-

Step 1:- Right click on cell

Step 2:- click on format cells

Now a new dialogue box of "Format Cells" will open

Step 3:- Click on "Number" option

Step 4:- Click on "Currency" under the category menu.

Now from here we can choose & change different type of currency and its symbol and decimal values too.

Step 5:- Click ok

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

Ans:- Step 1:- Right click on cell
Step 2:- click on format cells
Now a new dialogue box of "Format Cells" will open
Step 3:- Click on "Number" option
Step 4:- Click on "Percentage" under the category menu.
Now we can use the number up to different decimal values.
Step 5 :- Click ok

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

Ans:- the shortcut key to merge two or more cells in excel is **Alt + H + M + M**.
Step 1 :- select the cell
Step 2:- Hold down **Alt key**
Step 3: - **Press H + M + M**

6. How do you use text commands in Excel?

Ans:- Step 1:- Right click on cell
Step 2:- click on format cells
Now a new dialogue box of "Format Cells" will open
Step 3:- Click on "Number" option
Step 4:- Click on "Text" under the category menu.
Step 5 :- Click ok