# Excel Assignment 5

**Que 1 - How many types of conditions are available in conditional formatting on Excel?**

**Ans 1 -** Five types of conditions are available in conditional formatting in excel-
Highlight cells rules
Top/bottom rules
Data bars
Colour scales
Icon sets

**Que 2 - How to insert border in Excel with Format Cells dialog?**

**Ans 2 –** Select one or more cells to which you would like to add borders
Press ctrl+1 to open format cells dialog
Then click on borders you can choose the border line,
Style, colour etc.
When done click OK.

**Que 3 - How to Format Numbers as Currency in Excel?**

**Ans 3 –** Select the cell then press ctrl+1 from keyboard it will open the format cells dialog then click on numbers and select the option currency.

**Que 4 - What are the steps to format numbers in Excel with the Percent style?**

**Ans 4 –** Select the cells which you want to format
Press ctrl+1
The format cells dialog will open the click on percentage and select the decimal places that's how you can format numbers with the percent style.

**Que 5 - What is a shortcut to merge two or more cells in excel?**

**Ans 5** – Select the cells which you want to merge
Then click on merge and Centre.


**Que 6 - How do you use text commands in Excel?**

**Ans 6 -** Excel is mostly about the numerical data, but at times you can come across the data which has too much text and that is the time when Text commands in Excel will help you to simplify the things. There are many text commands in excel- Left , Len, Mid, Find, Proper ,Trim , Upper, Concatenate, Substitute etc.