

## Advance excel assignment-5

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

Ans. There are 5 types of conditional formats available on excel:-

- (i) Background color shading (of cells)
- (ii) Foreground color shading (of fonts)
- (iii) Data Bars
- (iv) Icons
- (v) Values.

2. How to insert border in excel with format cells dialog?

Ans.

- (i) select one or more cells to which we would like to add borders.
- (ii) Open the format cells dialog box.
- (iii) In the format cells dialog box, switch to the border tab and choose the line style and color list.
- (iv) when done, click OK.

3. How to format Numbers as currency in excel?

Ans.

select the cells that we want to format and then, in the Number group in the Home tab, click the down arrow in the number format box. Then choose currency.



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

Ans

- (i) On the home tab, in the Number group, click the icon next to numbers to display the format cells dialog box.
- (ii) 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?

Ans ALT + M + M

6. How do you use text commands in Excel?

Ans

The syntax for the Text function in Excel is  
TEXT (value, format)

Value - The value to convert to text.

Format - The format used to display the result.