**Advance Excel Assignment 5**

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

Ans. Five types of conditions are available in conditional formatting(Highlighted cell rules ,top/bottom cell rules ,data bars, color scales, icon sets.

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

Ans. Steps of inserting boarder in excel -

1. Click Home Tab > the Borders arrow .
2. Pick Draw Borders for outer borders or Draw Border Grid for gridlines.
3. Click the Borders arrow > Line Color arrow, and then pick a color.
4. Click the Borders arrow > Line Style arrow, and then pick a line style.
5. Select cells you want to draw borders around.
6. How to Format Numbers as Currency in Excel?

Ans. Select the cell or ranges whom you want to convert in currency then press

**Crtl + Shift + $**

1. What are the steps to format numbers in Excel with the Percent style? Ans. On Ans. the Home tab, in the Number group, click the icon next to Number to display theFormat Cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage.
2. What is a shortcut to merge two or more cells in excel?

Ans. 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.

1. How do you use text commands in Excel?

Ans. Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.