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## Advance Excel Assignment 5

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

Ans:

- There are 5 types available in conditional formatting on Excel

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

Ans:

- Select one or more cells to which we would like to add borders.
- Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.
- In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. Then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
  - When done, click OK.

3. How to Format Numbers as Currency in Excel?

Ans:

- Select the cells that you want to format and then, 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?

Ans:

- 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.
- In the Decimal places box, enter the number of decimal places that you want to display.

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

Ans:

- Alt +H , M, M

6. How do you use text commands in Excel?

Ans:

- =TEXT(Value you want to format, "Format code you want to apply")
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