

Excel Assignment 5.

1) How many types of Conditions are available in conditional Formatting on Excel?

Ans. 5 types.

2) How to insert border in Excel with Format cells dialog?

Ans. In the Format cells dialog box, switch to the Border tab & choose the line style & color first. & click OK.

3) How to Format Numbers as currency in Excel?

Ans. ① Select the cell from the Format.

② Then click on number group on home tab

③ Click the down arrow in the Number Format box.

4) What are the steps to Format numbers in Excel with the Percent style?

Ans. In the Format cells dialog box, 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 2 or more cells in excel?

Ans. Alt + H + M + M.

Q] How do you use text commands in Excel?

Ans. ① select the range
② then use CTRL + 1 to bring up the Format Cells dialog box & on the Number tab select Text.