**Advance Excel Assignment 5**

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

There are 5 types of conditional formatting visualizations available:

* Background Color Shading (of cells)
* Foreground Color Shading (of fonts)
* Data Bars
* Icons (which have 4 different image types)
* Values

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

* Select the cell(s) where you want to add the border
* Click the Font dialog box launcher
* Click the Border tab
* Select the line style and color you want
* You now need to specify where you want the new border style to appear.
* Select a preset option or apply borders individually in the Borders section.
* Click OK

3. How to Format Numbers as Currency in Excel?

* You can display a number with the default currency symbol by selecting the cell or range of cells, and then clicking Accounting Number Format Accounting number format button in the Number group on the Home tab. (If you want to apply the Currency format instead, select the cells, and press Ctrl+Shift+$.)
* If you want more control over either format, or you want to change other aspects of formatting for your selection, you can follow these steps.
* Select the cells you want to format
* On the Home tab, click the Dialog Box Launcher next to Number.
* In the**Format Cells** dialog box, in the **Category** list, click **Currency** or **Accounting**.
* In the **Symbol** box, click the currency symbol that you want.
* In the **Decimal places** box, enter the number of decimal places that you want for the number. For example, to display **$138,691** instead of **$138,690.63** in the cell, enter **0** in the **Decimal places** box.
* As you make changes, watch the number in the **Sample** box. It shows you how changing the decimal places will affect the display of a number.

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

-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.

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

- To merge two or more cells, highlight them and then press the following keys at the same time: **ALT H+M+M**

6. How do you use text commands in Excel?

- The TEXT function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

In its simplest form, the TEXT function says:

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

Below are some of the examples :

* TEXT(1234.567,"$#,##0.00") -> Currency with a thousands separator and 2 decimals, like $1,234.57. Note that Excel rounds the value to 2 decimal places.
* TEXT(TODAY(),"MM/DD/YY") ->   
  Today’s date in MM/DD/YY format, like 03/14/12
* TEXT(TODAY(),"DDDD") -> Today’s day of the week, like Monday
* TEXT(0.285,"0.0%") -> Percentage, like 28.5%