**Advance Excel Assignment 5**

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

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

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

1. Select the effective cells in the excel file.
2. Launch the format cells dialogue box(Cntrl +1).
3. Click border tab.
4. Based on our preference, we can adjust the cell's borders in multiple ways using different sections displayed in the dialogue box.

3. How to Format Numbers as Currency in Excel?

1. Select currency from format cell dialogue box (Cntrl +1), under number.
2. In the Symbol box, click the currency symbol that required.
3. In the Decimal places box, enter the number of decimal places that want for the number.
4. Click OK

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

1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.
2. In the Format Cells dialog box, in the Category list, click Percentage.
3. In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 25% instead of 25.00%, enter 0 in the Decimal places box.

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

Ctrl + Shift + M - This shortcut key will merge the selected cells into one cell, and keep the data in the upper-leftmost cell.

6. How do you use text commands in Excel?

The Excel TEXT Function [1] is used to convert numbers to text within a spreadsheet.

**Syntax**

=TEXT(value, format\_text)