# **Advance Excel Assignment 5**

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

5 types. Names- Highlighted Cell, Top Bottom Cell, Data Bar, Colour Scales. Icon Sets

And you can defined your on set of rules.

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

Under Border then Outline.

1. How to Format Numbers as Currency in Excel?

Under Home Tab then Number then Select Format as Currency.

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

Under Home Tab then Number then Select percentage.

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

Select Range of Cells then “ALT+H+M+M”

1. How do you use text commands in Excel?

Text(Cell, Format Type)

It Can be used to format any text into desired Format mostly used to format Dates into Desired Date Format.