

## Assignment no 5

① How many types of conditions are available in Conditional Formatting on Excel?

→ There are 64 Conditional Formatting in 2007. The limit in 2003 is 3.

② How to insert borders in excel with Format Cell dialog?

→ ① Select one or more cells to which you'd like to add borders.

② open the format cells dialog box by doing  $ctrl + 1$  shortcut.

③ Switch to border tab and choose the line style & color first.

④ when done click 'ok'.



Q.3 How to format numbers as currency in excel

- 
- ① Select the cell that you want to format and then, in the no. group on the Home tab, click the down arrow in the number format box
  - ② Choose either currency or accounting

Q.4 what are the steps to format number in excel with the percent style?

- ⇒
- ① ~~Highlight the percent style~~
  - ① Highlight the desired cell
  - ② Right click them
  - ③ click the format cell option
  - ④ click the number category
  - ⑤ Then Choose the % tab

Q.5 What is a short cut to merge 2 or more cells?

→

Alt + H + M + M

Q.6 How do you use text command in excel?

→

Select the column or range where you'll be putting the values, then use  $ctrl + 1$  to bring up the format > cells dialog and on the number tab select text.