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# Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?
2. How to insert border in Excel with Format Cells dialog?
3. How to Format Numbers as Currency in Excel?
4. What are the steps to format numbers in Excel with the Percent style?
5. What is a shortcut to merge two or more cells in excel?
6. How do you use text commands in Excel?

Answer 1-Conditions that are in conditional formatting include greater than,less than,equal to,text that contains,a date occurring, duplicate values,top 10 items,top 10%,below 10 items,bottom 10%,above average and below average.

Answer 2-open the format dialog box with shortcut key ctrl+1 and then go on borders tab and select the border style and then click on ok.

Answer 3-Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

Answer 4-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. In the Decimal places box, enter the number of decimal places that you want to display.

Answer 5-You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns. Select the cells that you want to merge. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

Answer 6-The Excel TEXT function returns a number in a given number format, as text. You can use the TEXT function to embed formatted numbers inside text.Syntax  
=TEXT (value, format\_text)

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