Excel Assignment 5

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

Types of Conditions available in conditional formatting are: **Data Bars** (Horizontal bars added to each cell, like a bar graph), **Color Scales** change the color of each cell based on its value, **Background color** shading of cells, **Foreground color** shading of fonts, **Icon Sets**

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

You can use a number of different line types for your border. To add borders to cells, follow these steps:

* Select the cell or range of cells to be bordered
* Select the Format option in the Cells grouping under the Home tab. Select the Format Cells option
* Click on the Border tab
* In the Border section of the dialog box, select where you want the border applied
* Select a line type from the Style area.
* Click on OK

1. How to Format Numbers as Currency in Excel?

* Select the cells to be formatted and then, in the Number group on the Home tab, click the down arrow in the Number Format box.
* Choose either Currency or Accounting

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

On the Home tab, in the Number group, in the Format Cells dialog box, in the Category list, click Percentage. In the Decimal places box, enter the number of decimal places to be displayed.

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

Shortcut to Merge Cells in excel is Alt + H+M+M

1. How do you use text commands in Excel?

The TEXT function allows to change the way a number appears by applying formatting to it with format codes. It's useful in situations where user want to display numbers in a more readable format