**ADVANCE EXCEL ASSIGNMENT 5**

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

Answer:

1. Highlight cell rules
2. Top/bottom rules
3. Data bars
4. Color scales
5. Icon sets
6. New rules

Q.2.How to insert border in Excel with the format cells dialog?

Answer: Go to format cells choose border and type of border for the sheet.

Q.3.How to format number as currency in EXCEL?

Answer: Select the number you want to format as currency and then Go to number format in format cells and choose currency.

Q.4.What are the steps to format numbers in EXCEL with the percent style?

Answer: Select the numbers and go to format cells and choose the percentage.

Q.5.What is the shortcut to merge two or more cells in EXCEL?

Answer: Hold Alt key and type letters hmc in succession.

Q.6.How do you use text commands in EXCEL?

Answer:

We use the TEXT function in the following circumstances:

1. When we want to display dates in a specified format
2. When we wish to display numbers in a specified format or in a more legible way
3. When we wish to combine numbers with text or characters