Advance Excel Assignment 5

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

5 Types:

**Background Colour Shading, Foreground Colour Shading, Data Bars, Icons, Values**

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

To insert border in excel with format cells dialog we need to go Home ribbon than there is cells group . There format cells options is present from there we can insert the border in cells according to our use

1. How to Format Numbers as Currency in Excel?

To format numbers as currency in excel we not go to numbers group in **Home tab**. From there we can format the number as currency.

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

Instead of selecting currency we can select for percentage also and it will applied. There are also other option like accounting , data, time, text, etc.

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

Shortcut to merge cells in excel is **ALT H+M**

1. How do you use text commands in Excel?

Same process applied here as we applied for both currency and percent instead we select text.