Assignment 5

1. How many conditions are available in conditional formatting in excel?

**Ans.** *There are many conditions where we can apply conditional formatting:-*

* Excel allows to put conditions on data and format the cells based on following conditions, like greater than, less than, duplicate values, unique values, equal, if text containing specified data.
* Conditional formatting enables you to do a number of things with data, like you can set the icons with the data, such as indicators, shapes, directional, etc.
* Conditional formatting makes the data more readable and informatic to the reader for the analysis purpose.
* For the analysis purpose of the spreadsheet, conditional formatting is a good choice to format the data.

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

**Ans.** In the excel shee ; Go to HOME > cells > format > in the dialogue box there is an option **format cells** open and in **border,** you can apply the border where you want to apply and can also format the border.

1. How to Format Numbers as Currency in Excel?

Ans. select the cells you want to apply currency for.

* In the HOME tab > number format > choose “currency” from “general”

or can choose any symbol from “more number formats”.

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

Ans. select the cells you want to apply percentage for.

* In the HOME tab > number format > choose “percentage” from “general” or can choose by clicking directly on the sign of percentage provided under “general”.

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

Ans. To merge cells in excel, you can use the following shortcut keys: **ctrl +B** – this shortcut key will merge the selected cells into one cell.

1. How do you use text commands in excel?

Ans. 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.**