

Assignment 5

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

ANS) there are 5 types of conditional formatting available on Excel.

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

ANS) To insert a border via the *Format Cells* dialog, this is what you need to do:


1. Select one or more cells to which you'd like to add borders.
2. Open the *Format Cells* dialog box by doing one of the following:
 - Click the down arrow next to the *Borders* button, and then click **More Borders** at the bottom of the drop-down list.
 - Right click the selected cells and choose *Format Cells...* from the context menu.
 - Press **Ctrl+1** shortcut.

3. How to Format Numbers as Currency in Excel?

ANS) 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**.

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

ANS) To quickly apply percentage formatting to selected cells, click **Percent Style**  in the **Number** group on the **Home** tab, or press **Ctrl+Shift+%**.

5. What is a shortcut to merge two or more cells in Excel?

ANS) ALT H+M+M is the shortcut to merge two or more cells in Excel.

6. How do you use text commands in Excel?

ANS) =TEXT(Value you want to format, "Format code you want to apply")