**Advance Excel Assignment 5**

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

Ans: There are 5 types of conditions are available in conditional formatting on Excel-

* Highlights cells Rules
* Top/Bottom Rules
* Data Bar
* Color Scale
* Icon sets.

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

Ans: Go to Home Tab > in Font section > select drop down of Border and select respective boarders.

1. How to Format Numbers as Currency in Excel?

Ans: Select cell/range, in Home Tab, select Number section, select Dollar($) dropdown and chose the currency type.

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

Ans: Select cell/range, in Home Tab, Go to Number section, click % .

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

Ans: Alt + H + M

1. How do you use text commands in Excel?

Ans: Select cell/range, in Home Tab, select Number section, select Dropdown and chose “more Number Formats” and select Text Format.

