**Advance Excel Assignment 5**

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

**Ans – There are 5 types of condition formatting in excel.**

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

**Ans- Select the cell -> Open the format cell Dialog ->go to the border tab ->**

**Choose border style - >select border line & style - > Apply border**

1. How to Format Numbers as Currency in Excel?

**Step 1 Select a cell for which you want to create custom formatting, and press Ctrl+1 to open the *Format Cells* dialog.**

**Step 2 Under *Category*, select Custom.**

**Step 3 Type the**[**format code**](https://www.ablebits.com/office-addins-blog/custom-excel-number-format/#Understanding-Excel-number)**in the *Type* box.**

**Step 4 Click OK to save the newly created format.**

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

**On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage. In the Decimal places box, enter the number of decimal places that you want to display.**

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

**We can use the shortcut keys, ALT H+M+M to merge cells in Excel. Also, to merge & center, we can use the shortcut keys, ALT H+M+C to merge and align the data in the center.**

1. How do you use text commands in Excel?

**TEXT function says: =TEXT(Value you want to format, "Format code you want to apply")**