**Advance Excel Assignment 5**

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

There are three different conditions on any cell or range of cells.  
 1.If the number < 0 then shade the cell red.  
 2.If the number = 0 then shade the cell orange.  
 3.If the number > 0 then shade the cell green.

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

* Select the cell or range of cells that you want bordered.
* Select the Cells option from the Format menu. You will see the Format Cells dialog box.
* Click on the Border tab
* In the Border section of the dialog box, select where you want the border applied. (Outline will surround the entire cell or cell range.)
* Select a line type from the Style area.
* Click on OK.

1. How to Format Numbers as Currency in Excel?

 In the Format sidebar, click the Cell tab, then click the Data Format pop-up menu and choose Currency.

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?

Alt + H + M + M

1. How do you use text commands in Excel?

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