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

1. Ans - Highlight Cells Rules:
   * Greater Than
   * Less Than
   * Between
   * Equal To
   * Text That Contains
   * A Date Occurring
   * Duplicate Values
   * Unique Values
   * More Rules (to create custom rules)
2. Top/Bottom Rules:
   * Top 10 Items
   * Top 10%
   * Bottom 10 Items
   * Bottom 10%
   * Above Average
   * Below Average
3. Data Bars:
   * Gradient Fill
   * Solid Fill
4. Color Scales:
   * 2-Color Scale
   * 3-Color Scale
5. Icon Sets:
   * 3 Traffic Lights (Unrimmed)
   * 3 Signs (Unrimmed)
   * 3 Symbols (Unrimmed)
   * 3 Arrows (Unrimmed)
   * 3 Triangles
   * 4 Arrows
   * 5 Arrows
6. New Rules:
   * Format only cells that contain
   * Format only top or bottom ranked values
   * Format only values that are above or below average
   * Format only unique or duplicate values
   * Use a formula to determine which cells to format

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

1. Ans - Select the cells or range of cells you want to apply borders to.
2. Right-click on the selected cells and choose "Format Cells" from the context menu, or press **Ctrl + 1** to open the Format Cells dialog.
3. In the Format Cells dialog box, go to the "Border" tab.
4. Choose the border style you want from the options available (such as "Outline", "Inside", or "Outside").
5. Select the specific border lines you want to apply by clicking on the corresponding icons in the "Preview" section or by clicking the buttons under "Border".
6. Click "OK" to apply the borders and close the Format Cells dialog.

Q. How to Format Numbers as Currency in Excel?

1. Ans - Select the cells containing the numbers you want to format.
2. Go to the "Home" tab on the Excel ribbon.
3. In the "Number" group, click on the dropdown arrow next to the "Number Format" box. This will open the Format Cells dialog.
4. In the Format Cells dialog, select the "Number" tab.
5. In the "Category" list, select "Currency".
6. Choose the desired options for the currency format, such as the symbol, number of decimal places, and negative number format.
7. Click "OK" to apply the currency format and close the Format Cells dialog.

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

1. Ans - Select the cells containing the numbers you want to format.
2. Go to the "Home" tab on the Excel ribbon.
3. In the "Number" group, click on the dropdown arrow next to the "Number Format" box. This will open the Format Cells dialog.
4. In the Format Cells dialog, select the "Number" tab.
5. In the "Category" list, select "Percentage".
6. Choose the desired options for the percentage format, such as the number of decimal places.
7. Click "OK" to apply the percentage format and close the Format Cells dialog.

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

Ans -   
The shortcut to merge two or more cells in Excel is:

Alt + H + M + M

Press and hold the Alt key, then press H followed by M twice in quick succession. This will merge the selected cells.

Q. How do you use text commands in Excel?

Ans -   
You can use text commands in Excel to manipulate and analyze text data. Some common text commands include CONCATENATE, LEFT/RIGHT/MID, LEN, UPPER/LOWER/PROPER, TRIM, FIND/SEARCH, and REPLACE. These commands allow you to combine text, extract specific characters, calculate text length, change text case, remove spaces, search for text, and replace text within a string.