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

Cell Value: You can format cells based on their values, such as equal to, not equal to, greater than, less than, between, etc.

Specific Text: Format cells that contain specific text, such as containing, not containing, beginning with, ending with, etc.

Dates: Format cells based on date-related conditions, including today, yesterday, last 7 days, next month, etc.

Blanks and Non-Blanks: Format cells that are empty or contain data.

Duplicate Values: Format cells that have duplicate or unique values.

Top/Bottom Rules: Format the top or bottom percentage or number of values in a range.

Formulas: Apply formatting based on custom formulas you create.

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

Select the cells or range of cells to which you want to apply the border.

Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

In the Format Cells dialog, go to the "Border" tab.

Select the desired border style from the available options, such as a solid line, dashed line, double line, etc. You can choose different border styles for the top, bottom, left, and right borders.

Customize the border color by clicking the "Color" dropdown and selecting the desired color. By default, the color is set to automatic, which matches the cell's font color.

Choose the border placement by selecting the checkboxes for the top, bottom, left, and right borders, depending on where you want the border to appear.

Click the "OK" button to apply the border formatting to the selected cells.

**3. How to Format Numbers as Currency in Excel?**

Select the cells or range of cells that you want to format as currency.

Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

In the Format Cells dialog, go to the "Number" tab.

In the Category list on the left, select "Currency."

Choose the desired currency symbol from the Symbol dropdown list. You can select from a range of currency symbols, such as the dollar sign ($), euro symbol (€), pound sign (£), yen symbol (¥), etc

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

Select the cells or range of cells that you want to format as percentages.

Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

In the Format Cells dialog, go to the "Number" tab.

In the Category list on the left, select "Percentage."

Specify the number of decimal places you want to display by adjusting the Decimal places option. You can choose to display up to 30 decimal places, or you can select the desired number of decimal places or choose "Automatic" to let Excel determine the appropriate decimal places.

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

While holding the Alt key, press the following keys in sequence: H, M, and then M.xcel determine the appropriate decimal places.

**6. How do you use text commands in Excel?**

CONCATENATE: Combines multiple text strings into one.

LEFT: Extracts a specified number of characters from the beginning of a text string.

RIGHT: Extracts a specified number of characters from the end of a text string.

MID: Extracts a specified number of characters from a text string, starting at a specified position.

LEN: Returns the number of characters in a text string.

LOWER: Converts text to lowercase.

UPPER: Converts text to uppercase.