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

**Ans :-** 5 types of condition are available in conditional formatting in excel as follows:

1) Highlight Cell Rules (Arithmetic Operations)

2) Top Bottom Cells (First top 10, last 10 records, middle 10 records)

3) Data Bars

4) Color Scales

5) Icon Sets

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

**Ans :-** The Shortcut way to border a cell is “ALT+H+B+A”.

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

**Ans:-**  1) Select the number of cells.

2) At “Home Tab” select number format

3) Then in the category list select the “Currency Format”.

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

**Ans:-**  1) Select the number of cells.

2) At “Home Tab” select number format

3) Then in the category list select the “Percentage Format”.

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

**Ans:-** “ALT+H+M+C”

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

**Ans:-**  1) Select the number of range

2) then press “Ctrl + 1”

3) Then from category list select the text command.