Q1. How many types of condition are available in conditional formatting on Excel?

Ans:- There are 5 types of conditional formatting visualizations available: Background Color Shading (of cells) Foreground Color Shading (of fonts) Data Bars.

Q2. How to insert border in Excel with Format Cell dialog?

Ans:- The FormatCells dialog is the most effective method of adding borders in Excel. It gives you easy access to all the settings including the line color and thickness as well as a nice diagram preview.

To insert a border via the FormatCells dialog, this is what you need to do:

Select one or more cells to which you'd like to add borders.

Open the FormatCells dialog box by doing one of the following:

Click the down arrow next to the Borders button, and then click MoreBorders at the bottom of the drop-down list.

Right click the selected cells and choose FormatCells*…* from the context menu.

Press Ctrl+1 shortcut.

In the FormatCells dialog box, switch to the Border tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

When done, click OK.

Q3. How to Format Numbers as Currency in Excel?

Ans:- Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

Q4. What are the steps to format numbers in Excel with the Percent style?

Ans:- 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.

Q5. What is the shortcut to merge two or more cells in excel?

Ans:- 1. Merge Cells: ALT H+M+M.

2. Merge & Center: ALT H+M+C.

3. Merge Across: ALT H+M+A.

4. Unmerge Cells: ALT H+M+U.

Q6. How do you use text commands in Excel?

Ans:- 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. Now Excel will keep your leading 0's.