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

There are 5 types of formatting in the excel.

* Highlight cell rules
  + Greater than
  + Lesser than
  + Between
  + Equals to
  + Text contains
  + Date occurring
  + Duplicate values
* Top / bottom rules
  + Top 10 items
  + Top 10 %
  + Bottom 10 items
  + Bottom 10 %
  + Above average
  + Below average
* Data bars
  + Gradient fill
  + Solid fill
* Colour scales
* Icon sets
  + Directional
  + Shapes
  + Indicator
  + ratings

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

Select the cells you want to put border or select the whole table to insert the border. In home, in the format cells, choose between two : borders and draw borders. Choose the types of border you want to apply. If you want to manage further, select more borders and edit the format you want.

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

In home bar, go to the number section and select the small icon in the bottom right to explore more on the numbers. Then select category as Currency and select the symbols of your wish. Decimals are used to reduce the length into short. Click OK and the changes will reflect in the selected cells.

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

Select the cells you want to convert into percent style. In Home tab, select the percentage symbol “%” in the number section. The other way is to click Ctrl+1, the format cells pop-up will appear in the screen. Select the percentage in the category and adjust the decimal place of your wish. Then click OK. The changes will appear in those selected cells.

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

The shortcut to merge two or more cells, by selecting the cells that has to be merged and select Alt+H+M+M.

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

Few text commands in excel are:

* UPPER : It will convert all the characters into upper case. Ex: UPPER(A3)
* LOWER : It will convert all the characters into lower case. Ex: LOWER(D2)
* TRIM : It will delete unwanted spaces present in the cells. Ex: TRIM(J7)
* EXACT : It will check whether selected cells are same as each other. If yes, it will return true or else false. Ex: =EXACT(A1,B7)
* FIND : It will return the value where the character was present in the selected cell. Ex: =FIND("Jeff",A1)
* SUBSTITUTE : It will replace the given string in the place where the string has to be replaced. Ex: =SUBSTITUTE(A1,"Smith","Jeff")
* CONCAT : It will join two or more characters or cells into single one.

Ex: =CONCAT(A1," ",B1)