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

**Answer - There are 16 types of conditions available in conditional formatting on Excel:**

* + - Cell Value: Formats cells based on their value (e.g., greater than, less than, equal to, between).
    - Formula: Formats cells based on a custom formula you create.
    - Text Contains: Formats cells based on whether they contain specific text.
    - Date Occurrences: Formats cells based on date-related criteria (e.g., yesterday, last week, next month).
    - Unique Values: Formats cells that contain unique values within a range.
    - Duplicate Values: Formats cells that contain duplicate values within a range.
    - Error Values: Formats cells that contain error values (e.g., #N/A, #DIV/0!).
    - Blanks: Formats blank cells.
    - Nonblanks: Formats cells that are not blank.
    - Number Formatting: Formats cells based on their number formatting (e.g., currency, percentages).
    - Top/Bottom Items: Formats the top or bottom values in a range (e.g., top 10, bottom 5%).
    - Above/Below Average: Formats cells above or below the average value in a range.
    - Above/Below Standard Deviation: Formats cells above or below a specified number of standard deviations from the mean.
    - Data Bars: Visualizes cell values with horizontal bars within the cells.
    - Color Scales: Applies a color gradient to cells based on their values.
    - Icon Sets: Displays icons in cells based on their values (e.g., arrows, shapes, flags).

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

**Answer** – Please find the option to insert border in Excel with Format Cells dialog below:

Select the cells where you want to add borders> Right-click on the selected cells and choose "Format Cells" from the context menu.

Customize your border:

* + - * Line Style: Choose the style of the border line (e.g., solid, dashed, dotted).
      * Color: Select the color of the border line.
      * Presets: Apply a predefined border style (e.g., Outline, Inside, Thick Box Border).
      * Border: Click on individual buttons to add or remove borders for specific sides (Top, Bottom, Left, Right).
      * Diagonal: Click the diagonal buttons to add diagonal borders.
      * Preview your border: The preview box in the dialog box will show you how the border will look.
      * Click "OK" to apply the border.

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

**Answer** - In the Home tab ribbon, in the Number section, the Number Format drop-down box displays ‘General.’ Select the range of cells with numbers to which you want to apply the currency format. To select the cells in each column, hold the mouse button down and drag the cursor across the numbers in each column.

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

**Answer** - Click the % button in the Number section on the home tab of the ribbon Applying percentage format does not change the number, only the display of the number. In the screen above. By default, Excel will display the number with the percent sign (%) and no decimal places.

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

**Answer -** ALT + H + M + M is the shortcut key to merge cells in excel. ALT + H + M + U is the shortcut key to unmerge cells in excel.

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

**Answer** - The TEXT command is used to convert a numeric value into a text string in a specified format. The formula for the TEXT Function is as follows: value (required) – the numeric value which needs to be converted to text. The value can be a number, date, reference to a cell containing a numeric value or any other function that returns a number or date.