

que1) How many types of conditions are available in conditional formatting on excel?

There are 5 conditional formatting, namely:-

- Highlight cell rules
- Top/Bottom rules
- Data bars
- Colour Scales
- Icon sets

que2) How to insert borders in excel with format cells dialog?

- Select the columns or rows to apply the borders
- In the home tab > click on borders
- And select the border type and apply.

que3) How to format Number as currency in excel?

- Select a cell which contains the number.
- In the home tab click on the number tab drop down
- Select currency format

que4) What are the steps to format numbers in excel with the percent style?

- Select a cell which contains the number.
- In the home tab click on the number tab drop down
- Select percentage format

que5) What is the shortcut to merge two or more cells in excel?

**Alt + H + M + M**

que6) How do you use text commands in excel?

The TEXT function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

=TEXT(Value you want to format, "Format code you want to apply")