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

Ans)

There are several types of conditions available in conditional formatting in Excel, including:

**Cell Value:** Formats cells based on their values, such as greater than, less than, or equal to a certain value.

**Formula:** Formats cells based on the results of a formula.

**Top/Bottom Rules:** Formats the top or bottom percentage or number of values in a range.

**Data Bars:** Adds a horizontal bar to a cell proportional to its value.

**Colour Scales:** Applies a colour gradient to a range of cells based on their values.

**Icon Sets:** Adds icons to a range of cells based on their values.

**Custom Rules:** Allows to create own formatting rules using a formula.

Each of these condition types can be further customized with various options to fit where specific formatting needed.

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

Ans)

First Select the cell range then right click, choose format cells from the options occurs then click on Border tab, choose the border that we want to apply then OK done.

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

Ans) To format numbers as currency in Excel, we can follow these steps:

1. Select the cells that we want to format.

2 ) Go to the Home tab of the ribbon and click on the Number Format dropdown in the Number group.

3 ) Select Currency from the list of options. This will apply the default currency format to cells.

If we want to customize the currency format, click on the More Number Formats option at the bottom of the dropdown list.

In the Format Cells dialog box, go to the Number tab.

1) Select Currency from the Category list.

2) Choose the currency symbol that we want to use from the Symbol dropdown. We can also choose the number of decimal places to display, whether to use a thousands separator, and whether to use parentheses for negative values.

Preview currency format in the Sample section at the bottom of the dialog box.

Click OK to apply the custom currency format to cells.

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

Ans) To format numbers in Excel with the percent style, we can follow these steps:

1. Select the cells that we want to format.
2. Go to the Home tab of the ribbon and click on the Number Format dropdown in the Number group.
3. Select Percent from the list of options. This will apply the default percent format to cells.
4. If we want to customize the percent format, click on the More Number Formats option at the bottom of the dropdown list.
5. In the Format Cells dialog box, go to the Number tab.
6. Select Percent from the Category list.
7. Choose the number of decimal places to display, whether to use a thousands separator, and whether to include a space between the number and percent symbol.
8. Preview percent format in the Sample section at the bottom of the dialog box.
9. Click OK to apply the custom percent format to cells.
10. Alternatively, we can use the shortcut key Ctrl + Shift + % to apply the default percent format to selected cells. This will multiply the values in the cells by 100 and add a percent symbol to the end
11. **What is a shortcut to merge two or more cells in excel?**

Ans)

The shortcut key to merge two or more cells in Excel is Alt + H + M + M.

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

Ans)

In Excel, we can use text commands by typing a function or formula into a cell that begins with an equal sign (=). Here are some examples of text commands:

**CONCATENATE:** This function allows we to join together two or more text strings into a single cell. For example, =CONCATENATE(Hello , World) would result in the text string Hello World.

**LEFT/RIGHT/MID:** These functions allow we to extract a portion of text from a cell. LEFT extracts text from the beginning of a cell, RIGHT extracts text from the end of a cell, and MID extracts text from the middle of a cell. For example, =LEFT(Hello World, 5) would result in the text string Hello.

**TRIM:** This function removes any leading or trailing spaces from a text string. For example, =TRIM( Hello World ) would result in the text string Hello World without any extra spaces.

**UPPER/LOWER/PROPER**: These functions allow we to change the case of text in a cell. UPPER converts all text to uppercase, LO converts all text to locase, and PROPER capitalizes the first letter of each word. For example, =UPPER(hello world) would result in the text string HELLO WORLD.