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

The number of types of conditions available in conditional formatting in Excel can vary depending on the version of Excel you are using.

* Cell Value: Allows you to format cells based on their specific values, such as greater than, less than, equal to, between, or containing certain text or numbers.
* Formula: This option lets you define a custom formula to determine the formatting. You can use Excel's built-in functions and operators to create complex conditions.
* Data Bars: Applies a gradient fill to the cells based on the values within a range. The length or intensity of the data bar indicates the value of each cell.
* Color Scales: Applies a color gradient to the cells based on their relative values within a range. You can choose from different color scales, such as green-red or blue-white-red.
* Icon Sets: Displays icons within the cells based on specified conditions. For example, you can use icons to represent up or down arrows, traffic lights, or symbols like checkmarks or exclamation marks.
* Top/Bottom Rules: Formats cells based on their relative position within a range. You can highlight the top or bottom values, top or bottom percentages, or above or below average values.
* Duplicate Values: Highlights duplicate or unique values within a range.
* Text/Cell Contains: Formats cells based on whether they contain specific text, numbers, or formulas.

These are just a few examples, and the available options may vary depending on the version of Excel you are using. Excel also provides the flexibility to combine multiple conditions and formatting styles to create complex conditional formatting rules.

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

To insert a border in Excel using the Format Cells dialog, you can follow these steps:

* Select the cells or range of cells to which you want to add a border.
* Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the "Format" drop-down arrow in the "Cells" group, and select "Format Cells" from the options.
* In the Format Cells dialog box, click on the "Border" tab.
* On the Border tab, you'll see different border options. You can select various border styles, such as thick, thin, dashed, dotted, etc. You can also choose the color of the border using the color palette or specifying a custom color.
* To apply a border to the selected cells, click on the edges of the preview box in the Border tab. You can click on any combination of edges (top, bottom, left, right) to add borders to those sides.
* If you want to add a border around the entire selected range, click on the "Outside borders" button.
* You can also add borders between cells by clicking on the "Inside borders" button. This will add borders between each cell in the selected range.
* After selecting the desired border options, click on the "OK" button to apply the border formatting to the selected cells.

The border formatting you specified will be applied to the selected cells, creating the desired border style around the cells or between them.

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

To format numbers as currency in Excel, you can follow these steps:

* Select the cells or range of cells that you want to format as currency.
* Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the "Format" drop-down arrow in the "Number" group, and select "Format Cells" from the options.
* In the Format Cells dialog box, go to the "Number" tab.
* In the Category list on the left side, select "Currency."
* Choose the desired currency symbol from the "Symbol" drop-down list. If the currency symbol you want is not listed, you can click on the "Custom" category and enter the desired symbol manually in the "Symbol" field.
* You can customize the number of decimal places displayed by adjusting the "Decimal places" value. You can increase or decrease the decimal places as needed.
* You can also choose whether to display a thousands separator by checking or unchecking the "Use 1000 Separator (,)" box. This will add or remove a comma to separate thousands in larger numbers.
* Preview your formatting changes in the "Sample" box to ensure it looks as desired.
* Once you have selected the desired currency format, click on the "OK" button to apply the formatting to the selected cells.

The selected cells will now be formatted as currency, displaying the chosen currency symbol, appropriate decimal places, and optional thousands separator. The numeric values in those cells will be visually represented as currency.

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

To format numbers in Excel with the Percent style, you can follow these steps:

* Select the cells or range of cells that you want to format as percentages.
* Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon, click on the "Format" drop-down arrow in the "Number" group, and select "Format Cells" from the options.
* In the Format Cells dialog box, go to the "Number" tab.
* In the Category list on the left side, select "Percentage."
* You can customize the number of decimal places displayed by adjusting the "Decimal places" value. You can increase or decrease the decimal places as needed.
* Preview your formatting changes in the "Sample" box to ensure it looks as desired.
* Once you have selected the desired percent format, click on the "OK" button to apply the formatting to the selected cells.

The selected cells will now be formatted as percentages, displaying the numeric values as percentages. For example, a value of 0.5 will be displayed as 50% with the percent symbol (%) automatically added.

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

The shortcut to merge two or more cells in Excel is as follows:

* Select the cells you want to merge.
* Press and hold the "Alt" key on your keyboard.
* While holding the "Alt" key, press the following sequence of keys: H, M, and then M.
* Release the "Alt" key.
* By following these steps, the selected cells will be merged into a single cell. The contents of the leftmost cell in the selection will be retained, while the contents of the other cells will be removed. The merged cell will span across the original cell range.

Please note that when you merge cells, the resulting merged cell will take on the formatting of the top-left cell in the selection. Additionally, any data or formatting in the cells other than the top-left cell will be lost. It's advisable to exercise caution when merging cells to avoid unintended data loss.

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

In Excel, you can use text commands or functions to manipulate and analyze text data. Text commands are functions that allow you to perform various operations on text strings, such as combining, splitting, extracting, and modifying text. Here's a general overview of how to use text commands in Excel:

* Select the cell where you want the result of the text command to appear.
* Begin typing the function in the selected cell, starting with an equals sign (=).
* Enter the name of the text command you want to use, followed by an opening parenthesis.
* Provide the necessary arguments or inputs within the parentheses. These arguments may include the text you want to manipulate, reference to cells containing text, or additional parameters.
* Close the parentheses and press Enter to complete the function.
* Excel will evaluate the function and display the result in the selected cell.
* Here are a few examples of commonly used text commands in Excel:
* CONCATENATE: Combines multiple text strings into a single string. For example: =CONCATENATE(A1, " ", B1) will combine the contents of cells A1 and B1 with a space in between.
* LEFT/RIGHT/MID: Extracts a specified number of characters from the left, right, or middle of a text string. For example: =LEFT(A1, 3) will extract the first three characters from cell A1.
* LEN: Returns the length (number of characters) of a text string. For example: =LEN(A1) will return the length of the text in cell A1.
* FIND: Finds the position of a specific character or text within a text string. For example: =FIND("e", A1) will return the position of the letter "e" in cell A1.
* SUBSTITUTE: Replaces specific text within a text string with different text. For example: =SUBSTITUTE(A1, "old", "new") will replace the word "old" with "new" in cell A1.

These are just a few examples of text commands in Excel. There are many more available for different text manipulation tasks. You can explore the available functions in Excel's function library or refer to Excel's documentation for a comprehensive list of text commands and their usage.