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

You can include up to three different conditions on any cell or range of cells.

For example your three conditions might be:

1. If the number < 0 then shade the cell red.
2. If the number = 0 then shade the cell orange.
3. If the number > 0 then shade the cell green.

* First Condition

We are going to apply conditional formatting to the range of cells "B2:E5" and we are going to shade all the cells identifying whether they are negative, zero or positive.

Select the range of cells you want to apply the conditional formatting to, in this case cells "B2:E5".

* Second Condition

You can add another condition by pressing the "Add" button.

Select "Cell Value Is" in the first drop-down box and "equal to" in the second dialog box.

Enter the constant value 0 in the third box.

Click the Format button to apply your specific formatting, in this case we are just applying a orange background.

* Third Condition

You can add another condition by pressing the "Add" button.

Select "Cell Value Is" in the first drop-down box and "greater than" in the second dialog box.

Enter the constant value 0 in the third box.

Click the Format button to apply your specific formatting, in this case we are just applying a green background.

Press OK to apply your conditional formatting.

If you specify more than one condition it is the formatting associated with the first condition which is true, which will be applied to the cell.

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

Select one or more cells to which you'd like to add borders.

Open the Format Cells dialog box by doing one of the following: ...

In the Format Cells dialog box, switch to the Border tab and choose the line style and color first.

When done, click OK.

1. How to format numbers as currency in excel?

To show numbers as currency, we can apply either the Currency format or the Accounting format.

Select the cells that we want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box.

Choose either Currency or Accounting.

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

To quickly apply percentage formatting to selected cells, click Percent Style Button image in the Number group on the Home tab, or press Ctrl+Shift+%. If you want more control over the format, or you want to change other aspects of formatting for your selection, you can follow these steps.

* On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.

Dialog Box Launcher in Number group

* In the Format Cells dialog box, in the Category list, click Percentage.

Percentage category in the Format Cells dialog box

* In the Decimal places box, enter the number of decimal places that you want to display.

1. What is a shortcut to merge to or more cells in Excel?

Merge Cells :

ALT H+M+M

Merge & Center:

ALT H+M+C

Merge Across

ALT H+M+A

Unmerge Cells:

ALT H+M+U

1. How do you use text commands in excel?

Select the column, or range where We'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text. Now Excel will keep our leading 0's. If we've already entered data and Excel has removed our leading 0's, we can use the TEXT function to add them back.

Format text: A text string that defines the formatting that we want to be applied

Value: A numeric value that you want to be converted into text.