1. There are four types conditions of conditional farmating on excel

i.e directional,shapes,indicaters and ratings

1. click home > the border arrow, in this we can give the borders according to our requirement
2. select the cell that which we want to change as a currency and then,in the number group on home tab click the down arrow in the number format box. choose either currency or accounting.
3. On the home tab in number group click the icon next to number to display the format cells dialog box. In the format cells dialog box in the category list click percentage.in decimal places box,enter the decimal places that u want to disaplay.
4. Shortcut key for merge the two or more cells in excel Alt H+M+M
5. To use text commands in excel select the column or range where we need to put the values then go to number group on the home tab in that click on down arrow then select text