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

**Ans:** There are 5 types of conditional formatting visualizations available: Background Color shading (of cells) Foreground Color shading (of fonts) Data Bars.

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

**Ans:**  Step1. Click Home > the Borders arrow.

Step 2. Pick Draw Borders for outer borders or Draw Border Grid for gridlines.

Step 3. Click the Borders arrow > Line Color arrow, and then pick a color.

Step 4. Click the Borders arrow > Line Style arrow, and then pick a line style.

Step 5. Select cells you want to draw borders around.

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

**Ans**: First, select the cells that you want to format. Then, go to the "Home" tab and click on the "Number Format" dropdown menu. From there, select "Currency" and choose the currency symbol that you want to use.

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

**Ans**:

Step 1. Select the cells to be formatted as percentage.

Step 2. Select the percentage from drop down menu of number group of Home ribbon.

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

**Ans:**

1. Merge Cells: ALT H+M+M.

2. Merge & Center: ALT H+M+C.

3. Merge Across: ALT H+M+A.

4. Unmerge Cells: ALT H+M+U.

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

**Ans :**

**Step** 1. Left (): To extract the leftmost characters from a string. Syntax = left (text, num\_char) Similarly, Right function can be used to extract the rightmost characters from a string.

**Step 2.** Len (): To know the length of a string that is number of characters in a string. Syntax = LEN (text)

**Step 3.** Mid (): To extract the characters from the middle of a string. Syntax = MID(text, start char, num\_chars)

**Step 4.** Find (): To know the position of certain characters in a particular string. Syntax =FIND(find\_text, within\_text,[start\_num])

**Step 5**. Proper (): To capitalize each word in the string that is, it converts the case into proper case. Syntax =PROPER(Text)

**Step 6**. Rept (): Rept function in Excel is used to be repeat a text certain number of times. Syntax =REPT(Text, number\_times)

**Step 7**. Trim(): Trim function in Excel removes the unnecessary spaces from a particular string. Syntax =TRIM(Text )

**8. Upper():** Converts the text into Upper case from lower case. Syntax =UPPER(Text )

**Step 9**. Substitute (): To replace existing text with a new text in a particular string.

Syntax =SUBSTITUTE(text, old\_text, new\_text, instance number) 10.Concatenate (): Concatenate function in Excel helps to join the text of two or more cells. Syntax =CONCATENATE(text1, text2….)