1. What are the various elements of the Excel interface? Describe how

they're used.

Answer: Four Types

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

Answer: There is Border Tab in Format Cell dialog box.

3. How to Format Numbers as Currency in Excel?

Answer: Right Click on required Cell = Format Cell = Select Currency.

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

Answer: Home = In Number grp Click on % sign = You can change the decimal as well.

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

Answer: ALT H+M+C.

6. How do you use text commands in Excel?

Answer: It is used to change the other value to Text Strings.