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

In Excel, there are three types of conditions available in conditional formatting:

a. Cell Value: This condition allows you to format cells based on their values, such as greater than, less than, equal to, etc.

b. Formula: This condition allows you to use a formula to determine the formatting of cells.

c. Color Scale: This condition applies different formatting based on the color scale of the values in the selected range.

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

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

a. Select the cells or range of cells that you want to apply the border to.

b. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

c. In the Format Cells dialog, go to the "Border" tab.

d. Choose the desired border options, such as line style, color, and border placement.

e. Click on the "OK" button to apply the border to the selected cells.

3. How to Format Numbers as Currency in Excel?

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

a. Select the cells or range of cells that you want to format.

b. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

c. In the Format Cells dialog, go to the "Number" tab.

d. In the Category list, select "Currency."

e. Choose the desired currency symbol and decimal places.

f. Click on the "OK" button to apply the currency format to the selected cells.

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

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

a. Select the cells or range of cells that you want to format as percentages.

b. Right-click on the selected cells and choose "Format Cells" from the context menu. Alternatively, you can press Ctrl+1 to open the Format Cells dialog.

c. In the Format Cells dialog, go to the "Number" tab.

d. In the Category list, select "Percentage."

e. Choose the desired decimal places.

f. Click on the "OK" button to apply the percent format to the selected cells.

5. 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:

a. Select the cells that you want to merge.

b. Press and hold the Alt key.

c. While holding the Alt key, press and release the following keys in sequence: H, M, and then press the Enter key. (Note: These keys need to be pressed sequentially, not simultaneously.)

d. The selected cells will be merged into a single cell, with the content centered horizontally.

6. How do you use text commands in Excel?

Text commands are not directly available in Excel. However, you can use formulas and functions to manipulate text in cells. For example, you can use the CONCATENATE function to combine text from different cells, or the LEFT, RIGHT, and MID functions to extract specific portions of a text string. Excel also provides various built-in functions for text manipulation, such as UPPER, LOWER, PROPER, and REPLACE. You can use these functions in formulas to perform text-related operations in Excel.