1. The types of conditions include the following:

Cell values, Duplicates, Specific texts, Top/Bottom rules etc

* Select the range of cells
* Go to the "Home" tab on the Excel ribbon, click the "Format" dropdown arrow in the "Cells" group, and select "Format Cells."
* Go to the "Border" tab.
* Adjust Border Settings and click “OK”
* Select the range of cells
* Go to the "Home" tab on the Excel ribbon, click the "Number Format" dropdown arrow in the "Number" group, and select "Currency."
* Go to the "Number" tab.
* In the "Category" list on the left side, select "Currency."
* Choose currency symbol, adjust decimal places and click “OK”
* Select the range of cells
* Go to the "Home" tab on the Excel ribbon, click the "Number Format" dropdown arrow in the "Number" group, and select "Percentage."
* Go to the "Number" tab.
* In the "Category" list on the left side, select "Percentage." And click “OK”
* Select the range of cells
* Press **Alt** + **H** and then release both keys
* Press "M"

1. There are a number of useful text commands as follows:

* LEFT, RIGHT, MID: Extract a specified number of characters from the left, right, or middle of a text string.
* LEN: Calculate the length of a text string.
* CONCATENATE or &: Combine multiple text strings into a single string.