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.**

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

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

**Pick Draw Borders for outer borders or Draw Border Grid for gridlines.**

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

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

**Select cells you want to draw borders around.**

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

**Ans:  To quickly apply the Currency format, select the cell or range of cells that you want to format, and then press Ctrl+Shift+$**

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

**Ans: On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.**

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

**Ans: : To merge two or more cells, highlight them and then press the following keys at the same time: ALT H+M+M. Merge and center cells**

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

**Ans: Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text**