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

There are three types of conditions available in conditional formatting on Excel:

1. Cell Value: This condition formats cells based on their value, such as highlighting cells that are greater than a certain value.

2. Formula: This condition formats cells based on a formula you create, such as highlighting cells that meet a certain criteria.

3. Color Scale: This condition formats cells based on a color scale, such as highlighting cells that are the highest or lowest value in a range.

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

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

1. Select the cell or range of cells that you want to add a border to.

2. Right-click on the selected cells and choose "Format Cells" from the context menu.

3. In the "Format Cells" dialog box, click on the "Border" tab.

4. Choose the border style, color, and thickness that you want to apply to the cells.

5. Click on the preview of the border to apply it to the selected cells.

6. Click "OK" to close the dialog box and apply the border to the cells.

3. How to Format Numbers as Currency in Excel?

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

1. Select the cell or range of cells that you want to format as currency.

2. Right-click on the selected cells and choose "Format Cells" from the context menu.

3. In the "Format Cells" dialog box, click on the "Number" tab.

4. Choose "Currency" from the list of categories.

5. Choose the desired currency symbol and number of decimal places.

6. Click "OK" to close the dialog box and apply the currency formatting to the selected cells.

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

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

1. Select the cell or range of cells that you want to format as a percentage.

2. Right-click on the selected cells and choose "Format Cells" from the context menu.

3. In the "Format Cells" dialog box, click on the "Number" tab.

4. Choose "Percentage" from the list of categories.

5. Choose the number of decimal places you want to display.

6. Click "OK" to close the dialog box and apply the percentage formatting 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 to select the cells you want to merge, then press and hold the "Alt" key and press "H", "M", and "M" keys in sequence. This will merge the selected cells into one cell.

6. How do you use text commands in Excel?

Here are some commonly used text commands in Excel and how to use them:

1. CONCATENATE: This command combines text from multiple cells into one cell. For example, if you have first name in cell A1 and last name in cell B1, you can use the formula =CONCATENATE(A1, " ", B1) to combine them with a space in between.
2. LEFT/RIGHT/MID: These commands allow you to extract a specific number of characters from the left, right, or middle of a text string. For example, =LEFT(A1, 5) extracts the leftmost 5 characters from cell A1.
3. LEN: This command returns the number of characters in a text string. For example, =LEN(A1) gives the length of the text in cell A1.
4. FIND: This command helps you find the position of a specific character or text within a text string. For example, =FIND("e", A1) gives the position of the letter "e" in cell A1.
5. SUBSTITUTE: This command replaces specific text within a text string with different text. For example, =SUBSTITUTE(A1, "old", "new") replaces the word "old" with "new" in cell A1.
6. UPPER/LOWER/PROPER: These commands convert text to uppercase, lowercase, or title case (capitalizing the first letter of each word). For example, =UPPER(A1) converts the text in cell A1 to uppercase.
7. TRIM: This command removes excess spaces from a text string. For example, =TRIM(A1) removes leading, trailing, and excess spaces from the text in cell A1.