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

Excel offers various types of conditions for conditional formatting:

1. **Cell Value:** Format cells based on their content.
2. **Formula:** Create custom rules using formulas.
3. **Duplicated Values:** Highlight duplicate values.
4. **Color Scales:** Apply color gradients based on cell values.
5. **Data Bars:** Add bars to cells based on values.
6. **Icon Sets:** Use icons to represent values (e.g., traffic lights).
7. **Top/Bottom Rules:** Format top or bottom values in a range.
8. **Unique Values:** Format cells with unique or duplicate values.
9. **Text Contains:** Format cells with specific text.
10. **Date Occurring:** Format cells based on date conditions.
11. **How to insert borders in Excel with Format Cells dialog?**

**To insert borders in Excel using the "Format Cells" dialog:**

1. Select the cells you want to add borders to.
2. Open the "Format Cells" dialog by right-clicking (Windows) or from the "Format" menu (Mac).
3. In the "Format Cells" dialog's "Border" tab, choose line style, color, and which sides of the cells to apply the border to.
4. Click the corresponding icons to apply borders to specific sides or "Outline" for all sides.
5. Preview the border in the dialog and click "OK" to apply it to the selected cells.
6. **How to Format Numbers as Currency in Excel?**

Steps are as followed:-

1. **Select the cells** you want to format.
2. Go to the **"Home" tab**. In the **"Number"** group,
3. click the **“Number Format”** dropdown.
4. **Choose "Currency"** from the dropdown menu or access **additional formatting options through "More Number Formats."**
5. **Customize the currency format as needed**, including the currency symbol and decimal places.
6. Preview how the numbers will look, then **click "OK"** or select the desired currency format from the dropdown menu.
7. **What are the steps to format numbers in Excel with the Percent style?**

**Format numbers as percentages in Excel:**

1. Select the cells to format.
2. Go to the "Home" tab.
3. In the "Number" group, click the number format dropdown.
4. Choose the "Percent" category from the dropdown menu.
5. Optionally, adjust decimal places using the "Increase Decimal" or "Decrease Decimal" buttons.
6. Preview the percent format, then click to apply it.

Now, your selected cells will display numbers as percentages with the desired formatting.

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

**Shortcut to merge two or more cells:**

1. **Select the Cells to Merge:** Click and drag to select the cells that you want to merge. These cells should be adjacent, either in a row or a column.
2. **Merge Cells Shortcut:** Once the cells are selected, press Alt + H to access the Home tab, then press M to activate the "Merge & Center" dropdown.
3. **Choose Merge Option:** Use the arrow keys to select one of the merge options. The most commonly used options are:
   1. **C for "Merge & Center":** Merges the selected cells and centers the content.
   2. **A for "Merge Across":** Merges cells in each row individually, but not across rows.
   3. **S for "Merge Cells":** Merges the selected cells without centering the content.
4. **Press Enter:** After selecting your desired merge option, press Enter to apply the merge.
5. **How do you use text commands in Excel?**

Certainly, here's a summary of how to use text commands in Excel with examples:

1. **Concatenation:** **Combine text** from different cells **using** **CONCATENATE or &.**

**Example:** =A1 & " " & B1 combines text from A1 and B1 with a space.

1. **Text Extraction:** **Extract text using LEFT, RIGHT, MID, or FIND.**

**Example:** =**LEFT(A1, 5)** extracts the leftmost 5 characters from A1.

1. **Text Manipulation**: **Change text case** using **UPPER, LOWER, or PROPER. Example: =UPPER(A1)** converts A1 to uppercase.
2. **Search and Replace: Find and replace text** with **SUBSTITUTE**.

**Example: =SUBSTITUTE(A1, "old", "new")** replaces "old" with "new" in A1.

1. **Text Length:** **Calculate text length** using **LEN**.

**Example: =LEN(A1)** returns the character count in A1.

1. **Text Splitting:** **Split text into parts** using **LEFT, RIGHT, MID, and FIND**.

**Example: =LEFT(A1, FIND(" ", A1)-1)** extracts the first word from A1.

1. **Trimming Whitespace:** **Remove spaces from text** using TRIM.

**Example: =TRIM(A1)** removes extra spaces in A1.

1. **Text Comparison:** **Compare text values** with **EXACT, IF, or MATCH.**

**Example: =IF(A1="Apple", "Yes", "No")** checks if A1 contains "Apple."

These commands help us to manipulate and analyze text data effectively in Excel.