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

Excel offers various types of conditions that you can use for conditional formatting. The exact number of conditions available may depend on the version of Excel you are using, but generally, there are several options. Here are some common types of conditions that you can use for conditional formatting in Excel:

1. Cell Value - Format cells based on their numeric or text values.
2. Formula - Format cells based on the results of a formula you define.
3. Color Scale - Format cells based on their relative values within a range, using a color gradient.
4. Data Bars - Add horizontal bars to cells to represent their values relative to the range.
5. Icon Sets - Add icons to cells to represent their values relative to the range.
6. Top/Bottom Rules - Format cells that fall in the top or bottom percentages or values within a range.
7. Unique/Duplicate Values - Format cells that contain unique or duplicate values within a range.
8. Text Contains - Format cells that contain specific text or values.

These are just a few examples of the types of conditions that are available for conditional formatting in Excel. The exact options and settings may vary depending on your version of Excel and the specific formatting needs of your data.

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

You can insert a border in Excel using the Format Cells dialog by following these steps:

1. Select the cell or range of cells where you want to insert a border.
2. Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or you can use the keyboard shortcut "Ctrl+1" to open the Format Cells dialog.
3. In the Format Cells dialog, click on the "Border" tab.
4. Under the "Presets" section, you can choose from several pre-defined border styles. You can also customize the border by clicking on the individual border buttons under "Style," "Color," and "Width."
5. To add a border to a specific side of the cell(s), click on the corresponding border button (top, bottom, left, right) under "Preview" or "Style" and select the desired style, color, and width.
6. To add a border around the entire cell(s), click on the "Outline" button under "Preview" or "Style."
7. Once you have selected your desired border style, click "OK" to apply the border to the selected cell(s).
8. That's it! The border will now be visible around the selected cell(s). You can also use other options in the Format Cells dialog to customize other formatting aspects of your data, such as font, alignment, and number formatting.
9. How to Format Numbers as Currency in Excel?
10. Select the cell or range of cells that you want to format as currency.
11. Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or you can use the keyboard shortcut "Ctrl+1" to open the Format Cells dialog.
12. In the Format Cells dialog, select the "Number" tab.
13. Under "Category," select "Currency."
14. Choose the desired currency symbol from the drop-down list under "Symbol."
15. Set the number of decimal places you want to display under "Decimal places." If you want to display thousands separators, select the "Use 1000 Separator (,)" option.
16. Click "OK" to apply the currency formatting to the selected cell(s).

Alternatively, you can use the "Currency" button in the "Number" group on the Home tab of the Excel ribbon to apply currency formatting to the selected cell(s). This will automatically apply a dollar sign as the currency symbol and two decimal places as the default number of decimal places.

Note that when you format a cell as currency, it does not actually change the underlying value of the cell. It only changes the way the value is displayed. If you want to perform calculations using currency values, you should enter the actual currency values in the cells rather than just formatting them as currency.

1. What are the steps to format numbers in Excel with the Percent style?
2. Select the cell or range of cells that you want to format as a percentage.
3. Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or you can use the keyboard shortcut "Ctrl+1" to open the Format Cells dialog.
4. In the Format Cells dialog, select the "Number" tab.
5. Under "Category," select "Percentage."
6. Choose the desired number of decimal places you want to display under "Decimal places." If you want to display thousands separators, select the "Use 1000 Separator (,)" option.
7. Click "OK" to apply the percent formatting to the selected cell(s).

Alternatively, you can use the "Percent Style" button in the "Number" group on the Home tab of the Excel ribbon to apply percent formatting to the selected cell(s).

Note that when you format a cell as a percentage, Excel multiplies the cell value by 100 to display it as a percentage. For example, if the cell value is 0.25, it will be displayed as 25%. If you enter a value with the percent sign (%) into a cell, Excel will recognize it as a percentage and format it accordingly.

1. What is a shortcut to merge two or more cells in excel?
2. Select the cells that you want to merge.
3. Press and hold the "Ctrl" key on your keyboard.
4. Press the letter "M" key to merge the cells.
5. Release the "Ctrl" key.
6. How do you use text commands in Excel?

Text commands in Excel allow you to manipulate text data in cells to perform various operations such as splitting, combining, and changing the case of text. Here are some commonly used text commands and their syntax:

LEFT: Extracts a specified number of characters from the beginning of a text string.

Syntax: =LEFT (text, num\_chars)

RIGHT: Extracts a specified number of characters from the end of a text string.

Syntax: =RIGHT (text, num\_chars)

MID: Extracts a specified number of characters from the middle of a text string.

Syntax: =MID (text, start\_num, num\_chars)

CONCATENATE: Combines two or more text strings into one.

Syntax: =CONCATENATE (text1, [text2], ...)

& (ampersand): Combines two or more text strings into one. This is a shortcut for the CONCATENATE function.

Syntax: =text1 & [text2] & . . .

UPPER: Converts text to all uppercase.

Syntax: =UPPER (text)

LOWER: Converts text to all lowercase.

Syntax: =LOWER (text)

PROPER: Capitalizes the first letter of each word in a text string.

Syntax: =PROPER (text)

To use these text commands in Excel, you can enter the function into a cell and provide the necessary arguments. For example, to extract the first three characters of a text string in cell A1, you can use the formula "=LEFT (A1, 3)". The result will be displayed in the cell where you entered the formula.