1. **There are 5 types of conditional formatting visualizations available:**

Background Color Shading (of cells)

Foreground Color Shading (of fonts)

Data Bars.

Icons (which have 4 different image types)

Values.

1. **To insert border in Excel with Format Cells dialog:**

a) Click the down arrow next to the Borders button, and then click More Borders at the bottom of the drop-down list.

b) Right-click the selected cells and choose Format Cells… from the context menu.

c)Press the Ctrl+1 shortcut.

1. **Format numbers as currency in Excel**

First, select the cells that you want to format, and then, in the Number group on the Home tab, click the down arrow in the Number Format box. Choose either Currency or Accounting.

1. To format numbers as currency in excel with percent style **“**on the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage. In the Decimal places box, enter the number of decimal places that you want to display.**”**
2. **“ALT H+M+M.”** is the shortcut to merge two or more cells in excel.
3. The Excel TEXT function returns a number in a given number format, as text.

Convert a number to text in a number format.

A number as text in the given format.

**Syntax to use text command is** =TEXT (value, format\_text)

value - The number to convert. format\_text - The number format to use.