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

There are 5 Types of conditional formatting on Excel:

* Background color Shading (of cells),
* Foreground color Shading (of fonts)
* Data Bars
* Icons (which have 4 different image types)
* Values

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

To insert a border via the *Format Cells* dialog, this is what you need to do:

1. Select one or more cells to which you'd like to add borders.
2. Open the *Format Cells* dialog box by doing one of the following:
   * Click the down arrow next to the *Borders* button, and then click More Borders at the bottom of the drop-down list.
   * Right click the selected cells and choose *Format Cells…* from the context menu.
   * Press Ctrl+1 shortcut.
3. In the *Format Cells* dialog box, switch to the Border tab and choose the line style and color first. And then, either use *Presents* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.
4. When done, click OK.

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

To apply the Currency format, select the cell or range of cell that you want to fromat, and then press ctrl+shift+$

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

1. Select the cells containing the numbers you want to format.
2. On the Home tab, click the Number dialog box launcher in the bottom-right corner of the Number group.

The Format Cells dialog box appears, with the Number tab on top.

1. In the Category list, select Percentage.
2. Specify the number of decimal places.

Type the number in the Decimal places text box or use the spin arrows to select a number.

1. Click OK.

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

1. Merge Cells ([**Excel Shortcut key**](https://www.wallstreetmojo.com/keyboard-shortcuts-excel/) – **ALT H+M+M**)
2. Merge & Centre (Excel Shortcut key – **ALT H+M+C**)
3. Merge Across (Excel Shortcut key – **ALT H+M+A**)
4. Unmerge Cells (Excel Shortcut key – **ALT H+M+U**)

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

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.