1. How to Format Numbers as Currency in Excel?

Ans) To format numbers as currency in Excel, follow these steps: Select the cells that you want to format as currency

Right-click on the selected cells and choose "Format Cells" from the context menu, or press Ctrl+1 on the keyboard to open the Format Cells dialog box. In the Format Cells dialog box, click on the "Number" tab.

Select "Currency" from the "Category" list.

Choose the desired currency symbol from the "Symbol" drop-down menu. If your desired currency is not in the list, you can choose "Custom" and enter your own currency symbol.

Select the number of decimal places you want to display from the "Decimal places" drop-down menu.

Choose whether you want to use a negative number format by selecting the desired option from the "Negative numbers" drop-down menu.

Click "OK" to apply the currency format to the selected cells.

Alternatively, you can use the "Currency" button on the Home tab of the Excel ribbon to quickly apply a currency format to the selected cells without opening the Format Cells dialog box.

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

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

Select the cells or range of cells you want to apply the border to.

Right-click on the selected cells and choose "Format Cells" from the context menu, or press Ctrl+1 on the keyboard to open the Format Cells dialog box

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

Choose the type of border you want to apply from the "Style" drop-down menu. You can also choose the color and thickness of the border from the "Color" and "Width" drop-down menus.

Click on the preview boxes in the "Preview" section of the dialog box to apply the border to the selected cells. You can apply a border to the top, bottom, left, and right sides of the cells, as well as to the diagonal lines and cell corners.

Click "OK" to apply the border to the selected cells.

Alternatively, you can use the "Borders" button on the Home tab of the Excel ribbon to quickly apply a border to the selected cells without opening the Format Cells dialog box.

3.How to Format Numbers as Currency in Excel?

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

Select the cells that you want to format as currency.

Right-click on the selected cells and choose "Format Cells" from the context menu, or press Ctrl+1 on the keyboard to open the Format Cells dialog box.

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

Select "Currency" from the "Category" list.

Choose the desired currency symbol from the "Symbol" drop-down menu. If your desired currency is not in the list, you can choose "Custom" and enter your own currency symbol.

Select the number of decimal places you want to display from the "Decimal places" drop-down menu.

Choose whether you want to use a negative number format by selecting the desired option from the "Negative numbers" drop-down menu.

Click "OK" to apply the currency format to the selected cells.

Alternatively, you can use the "Currency" button on the Home tab of the Excel ribbon to quickly apply a currency format to the selected cells without opening the Format Cells dialog box.

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

Ans) To format numbers in Excel with the Percent style, follow these steps:

Select the cells that you want to format as percentages.

Right-click on the selected cells and choose "Format Cells" from the context menu, or press Ctrl+1 on the keyboard to open the Format Cells dialog box.

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

Select "Percentage" from the "Category" list.

Choose the desired number of decimal places you want to display from the "Decimal places" drop-down menu.

Click "OK" to apply the percent format to the selected cells.

Alternatively, you can use the "Percent Style" button on the Home tab of the Excel ribbon to quickly apply a percent format to the selected cells without opening the Format Cells dialog box. Simply select the cells that you want to format as percentages and click on the "Percent Style" button in the "Number" group of the Home tab. Excel will automatically apply the percent format to the selected cells.

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

Ans) The shortcut to merge two or more cells in Excel is Alt+H, then M, then M. This shortcut works in most versions of Excel, including Excel 2019, Excel 2016, Excel 2013, and Excel 2010.

Here are the steps to merge cells using the shortcut:

Select the cells that you want to merge.

Press Alt+H on the keyboard. This will open the Home tab on the Excel ribbon.

Press the letter "M" on the keyboard. This will open the Merge & Center dropdown menu.

Press the letter "M" on the keyboard again. This will select the "Merge Cells" option from the dropdown menu.

Press the Enter key on the keyboard to confirm the merge.

Alternatively, you can use the Merge & Center button on the Home tab of the Excel ribbon to merge cells. Simply select the cells that you want to merge and click on the Merge & Center button in the Alignment group of the Home tab. Excel will automatically merge the selected cells.

6.How do you use text commands in Excel?

Ans ) In Excel, text commands are used to manipulate and analyze text strings. Here are some common text commands in Excel and how to use them:

CONCATENATE: This command allows you to join two or more text strings together into a single cell. For example, to join the text strings in cells A1 and B1 into a single cell, you would use the formula: =CONCATENATE(A1,B1).

LEFT: This command allows you to extract a specified number of characters from the left side of a text string. For example, to extract the first five characters from cell A1, you would use the formula: =LEFT(A1,5).

RIGHT: This command allows you to extract a specified number of characters from the right side of a text string. For example, to extract the last three characters from cell A1, you would use the formula: =RIGHT(A1,3).

MID: This command allows you to extract a specified number of characters from the middle of a text string. For example, to extract four characters starting from the third character in cell A1, you would use the formula: =MID(A1,3,4).

LEN: This command allows you to find the length of a text string. For example, to find the length of the text string in cell A1, you would use the formula: =LEN(A1).

FIND: This command allows you to find the position of a specific character or text string within another text string. For example, to find the position of the letter "a" in cell A1, you

would use the formula: =FIND("a",A1).

To use these text commands in Excel, simply enter the appropriate formula into a cell and reference the cell or text string that you want to manipulate or analyze. Excel will then apply the text command to the referenced cell or text string and display the result in the cell containing the formula.