

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

ANS:- Here are some of the most commonly used types of conditions in conditional formatting:

- I. Highlight Cells Rules: This type of condition allows you to highlight cells based on their values, such as cells that are greater than, less than, or equal to a specific value.
- II. Top/Bottom Rules: This type of condition allows you to highlight the top or bottom values in a range of cells, such as the top 10 values or the bottom 5 values.
- III. Data Bars: This type of condition allows you to add a gradient color bar to a cell based on its value.
- IV. Color Scales: This type of condition allows you to apply a color scale to a range of cells based on their values, with each color representing a specific value.
- V. Icon Sets: This type of condition allows you to add icons to cells based on their values, such as arrows pointing up or down to indicate whether the value is increasing or decreasing.
- VI. Formula Rules: This type of condition allows you to create a custom formula to apply formatting based on specific conditions or criteria.

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

ANS:- To insert a border in Excel using the Format Cells dialog, follow these steps:

- I. Select the cell or range of cells where you want to insert a border.
- II. Right-click on the selected cell(s) and choose "Format Cells" from the context menu, or select "Format Cells" from the "Home" tab in the ribbon.
- III. In the "Format Cells" dialog box, click on the "Border" tab.
- IV. Choose the type of border you want to add from the "Style" dropdown menu.
- V. Choose the color of the border from the "Color" dropdown menu.
- VI. Select the location of the border from the "Border" section.
- VII. Use the buttons in the "Preview" section to add or remove borders as needed.
- VIII. Click "OK" to apply the border to the selected cells.

3. How to Format Numbers as Currency in Excel?

ANS:- To format numbers as currency in Excel, follow these steps:

- I. Select the cells or range of cells that you want to format.
- II. Right-click on the selection and choose "Format Cells" from the context menu.
- III. In the Format Cells dialog box, select the "Currency" category from the list on the left.
- IV. Choose the desired currency symbol, such as dollar (\$) or euro (€), from the Symbol drop-down list.
- V. Specify the number of decimal places you want to display by selecting the desired option from the Decimal Places list.
- VI. Choose whether you want to use negative numbers in red by selecting the appropriate option from the Negative Numbers list.
- VII. Click OK to apply the currency format to the selected cells.

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:

- I. Select the cells containing the numbers you want to format.
- II. Right-click on the selection and choose "Format Cells" or go to the "Home" tab, click on the "Number" dropdown, and select "More Number Formats."
- III. In the "Format Cells" dialog box, click on the "Percentage" category.
- IV. Choose the desired number of decimal places from the options provided.
- V. Click "OK" to apply the formatting to the selected cells.

Alternatively, you can use the keyboard shortcut "Ctrl + Shift + %" to apply the Percent style directly 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:

- I. Select the cells you want to merge.
- II. Press and hold the "Alt" key on your keyboard.
- III. Press "H" key, then "M" key, and finally release the "Alt" key. This will open the "Merge & Center" dropdown menu.
- IV. Choose the "Merge Cells" option from the dropdown menu.

6. How do you use text commands in Excel?

ANS:- Text commands in Excel are used to manipulate text values in cells. Here are some common text commands in Excel:

- I. CONCATENATE: This function combines two or more text strings into one string.
- II. LEFT: This function returns a specified number of characters from the left side of a text string.
- III. RIGHT: This function returns a specified number of characters from the right side of a text string.
- IV. MID: This function returns a specified number of characters from the middle of a text string, starting at a specified position.
- V. FIND: This function returns the position of a specified character or text string within another text string.