1. How many types of conditions are available in conditional formatting on Excel?
   - In Excel, there are several types of conditions available in conditional formatting. The number and types of conditions may vary depending on the version of Excel and its specific features. However, here are some commonly available types of conditions in conditional formatting:
   - Highlight Cells Rules:
     Greater Than
     Less Than
     Between
     Equal To
     Text That Contains
     A Date Occurring
     Duplicate Values

   - Top/Bottom Rules:
     Top 10 Items
     Bottom 10 Items
     Above Average
   - Below Average

   - Data Bars:
     Gradient Fill
     Solid Fill

   - Color Scales:
     2-Color Scale
     3-Color Scale

   - Icon Sets:
     Traffic Lights
     Shapes
     Ratings

2. How to insert border in Excel with Format Cells dialog?
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   - To insert a border in Excel using the Format Cells dialog, you can follow these steps:
   - Select the range of cells where you want to insert the border.
   - Right-click on the selected range and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel toolbar and click on the "Format" button in the "Cells" group. From the dropdown menu, select "Format Cells."
   - In the "Format Cells" dialog box, go to the "Border" tab.

- In the "Border" tab, you can select the type of border you want to insert, such as "Outline" (border around the selected range), "Inside" (borders between cells within the selected range), or "All" (border around each cell in the selected range).
- After selecting the desired border type, choose the line style and color for the border from the available options.
- Preview the border appearance in the "Preview" section of the dialog box to ensure it meets your requirements.
- Click "OK" to apply the border to the selected range of cells.

3. How to Format Numbers as Currency in Excel?

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

- Select the range of cells containing the numbers you want to format as currency.

- Go to the "Home" tab in the Excel toolbar.

- In the "Number" group, click on the drop-down menu next to the "Number Format" button. The button usually displays the general number format by default.

- From the drop-down menu, select the "Currency" category. You will see various currency formats available.

- Choose the desired currency format. Excel provides options for different currency symbols, decimal places, and negative number formatting.

- The selected range of cells will now be formatted as currency, displaying the numbers with the chosen currency symbol, decimal places, and appropriate formatting for negative numbers.

4. What are the steps to format numbers in Excel with the Percent style?
- By following these steps, you can easily format numbers as currency in Excel, which is useful for displaying monetary values in a clear and consistent manner.
- To format numbers in Excel with the percent style, you can follow these steps:
- Select the range of cells containing the numbers you want to format as percentages.
- Go to the "Home" tab in the Excel toolbar.
- In the "Number" group, click on the drop-down menu next to the "Number Format" button.
- From the drop-down menu, select the "Percentage" category. You will see various percentage formats available.
- Choose the desired percentage format. Excel provides options for decimal places, the multiplication factor, and negative number formatting.
- The selected range of cells will now be formatted as percentages, displaying the numbers with the chosen percentage format.

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

- To format numbers in Excel with the Percent style, you can follow these steps:
- Select the range of cells containing the numbers you want to format as percentages.
- Right-click on the selected range and choose "Format Cells" from the context menu. Alternatively, you can go to the "Home" tab in the Excel toolbar and click on the "Format" button in the "Number" group. From the dropdown menu, select "Format Cells."
- In the "Format Cells" dialog box, go to the "Number" tab.
- In the "Category" list, select "Percentage." You will see various options for formatting percentages.
- Choose the desired percentage format. Excel provides options for decimal places, the multiplication factor, and negative number formatting.
- Preview the percentage format in the "Sample" section of the dialog box to ensure it meets your requirements.
- Click "OK" to apply the percentage format to the selected range of cells.

- The selected range of cells will now display the numbers as percentages based on the chosen format. The values will be multiplied by 100 and displayed with the percentage symbol (%), along with the specified decimal places and formatting for negative numbers.

6. How do you use text commands in Excel?
   - In Excel, you can use text commands to manipulate and perform various operations on text strings within cells. These text commands, also known as text functions, allow you to extract, manipulate, concatenate, or format text in different ways. Here are some examples of how you can use text commands in Excel:
   - CONCATENATE: This function combines multiple text strings into a single string. For example, you can use "=CONCATENATE(A1, " ", B1)" to combine the values in cell A1 and B1 with a space in between.
   - LEFT/RIGHT/MID: These functions extract a specific number of characters from the left, right, or middle of a text string. For instance, "=LEFT(A1, 5)" extracts the leftmost 5 characters from cell A1.
   - LEN: This function returns the length (number of characters) of a text string. You can use "=LEN(A1)" to find the length of the text in cell A1.
   - UPPER/LOWER/PROPER: These functions convert text to uppercase, lowercase, or proper case (capitalize the first letter of each word). For example, "=UPPER(A1)" converts the text in cell A1 to uppercase.
   - SUBSTITUTE: This function replaces specific text within a text string with new text. For instance, "=SUBSTITUTE(A1, "old", "new")" replaces all occurrences of "old" with "new" in cell A1.
   - TEXT: This function allows you to format a value as text using a specific format code. For example, "=TEXT(A1, "mm/dd/yyyy")" formats the date in cell A1 as "mm/dd/yyyy".
   - To use text commands in Excel, you typically enter them in a formula cell, starting with an equals sign (=), followed by the function name and its arguments. The

arguments can be cell references, text strings, or other values. Excel will evaluate the formula and return the desired result based on the text command used.