

Q1. How many types of conditions are available in conditional formatting on Excel?

Ans: Excel Conditional Formatting is used to apply certain formatting to data that meets one or more conditions. Just like usual cell formatting, it lets you highlight and differentiate your data in various ways by changing cells' fill color, font color, border styles, etc. The difference is that it is more flexible and dynamic - when the data changes, conditional formats get updated automatically to reflect the changes.

Conditional formatting can be applied to individual cells or entire rows based on the value of the formatted cell itself or another cell. To conditionally format your data, you can utilize preset rules such as Color Scales, Data Bars and Icon Sets or create custom rules where you define when and how the selected cells should be highlighted.

you can use any rule type that is more appropriate for the data, such as:

- Greater than or equal to
- Between two values
- Text that contains specific words or characters
- Date occurring in a certain range
- Duplicate values
- Top/bottom N numbers

Q2. How to insert border in Excel with Format Cells dialog?

Ans: Steps to insert border in excel:

- Select the cell or range of cells that you want bordered.
- Select the Cells option from the Format menu. You will see the Format Cells dialog box.
- Click on the Border tab.
- In the Border section of the dialog box, select where you want the border applied. (Outline will surround the entire cell or cell range.)

- Select a line type from the Style area.
- Click on OK.

Q3. How to Format Numbers as Currency in Excel?

Ans: steps to Format Numbers as Currency:

- (a) Select the range of cells that you want to Format.
- (b) After you select the required data, Go to Home tab >> Number group >> Click on the down arrow in the Number Format box.
- (c) Now, Click on the Currency option from the given list.
- (d) Note: Shortcut key for formatting numbers as currency is Ctrl+Shift+4.

Q4. What are the steps to format numbers in Excel with the Percent style?

Ans: The "Percentage" number format is one of the built-in number formats in Excel. In mathematics, a percentage is a number expressed as a fraction of 100. The word percent literally means "per one-hundred". For example, 65% is read as "Sixty-five percent" and is equivalent to 65/100 or 0.65.

To apply the percentage number format to a number, first select the number(s), then use any of these methods:

- Use the keyboard shortcut Control + Shift + Enter
- Select "Percentage" from the dropdown on the home tab of the ribbon
- Click the % button in the Number section on the home tab of the ribbon
- Control + 1 > Number > Percentage

Q5. What is a shortcut to merge two or more cells in excel?

Ans: To merge cells in excel, first, select the cells which we want to merge together into one cell, and then we can use the short cut key starting from ALT then press the H + M + M simultaneously. Once we execute the function using short cut keys, it will pop up an alert message that says merging the cells will keep the Upper cell value and discard the other cell's value. If we proceed, the cell will be merged, keeping only one value to be seen. ALT + H + M + C will only Merge and Center, ALT + H + M + A will Merge Across and to unmerge press ALT + H + M + U.

Q6. How do you use text commands in Excel?

Ans: The Microsoft Excel TEXT command returns a value converted to text with a specified format.

The TEXT command is a built-in function in Excel that is categorized as a String/Text Function. It can be used as a worksheet function (WS) in Excel. As a worksheet function, the TEXT function can be entered as part of a formula in a cell of a worksheet.

Syntax

The syntax for the TEXT function in Microsoft Excel is:

TEXT(value, format)

Returns

The TEXT function returns a string/text value.