

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

There are 5 types of conditional formatting visualizations available. Background colour shading foreground color shading data bars.

② how to insert border in excel with format cells dialog?

Click home > the borders arrow, and then pick border option you want.

add a border line style - click the Borders arrow > Borders style, and then pick a line style / option.

③ How to format numbers as currency in Excel?

on the home tab, click the dialog box launcher next to number.

You can also press Ctrl+Shift+& to open the format cells dialog box. In the format cells dialog box, in the

category with click arrowed
in the symbol what you want.

① what are the steps to format number

in Excel with the percent style?
the home tab in the
number group, click the icon next to
to display the format cells
dialog box in the format cells dialog
box in the category list, click percentage

② what is a shortcut to merge two or
more cells in excel?

merge cells: ALT + H + M + M

merge across: ALT + H + M + A

③ function.

more than concatenate function or
operator.

concatenation
on

① how to you use text commands in Excel?

① how to select the column or range where you will be putting the value, then use control + 1 to bring up the format > cells. dialog and on the number tab select text. Now excel will keep your leading 0's. If you've already entered data and excel has removed your leading 0's, you can use the text function to add them back.

How to format numbers as currency
in Excel? To format numbers as currency, select the cells you want to format, then click the Home tab on the ribbon, click the Number group, and click the Currency button. This will format the numbers as currency with the default currency symbol and two decimal places. You can also click the Currency button in the Format Cells dialog box.

How to format numbers as percentages in Excel? To format numbers as percentages, select the cells you want to format, then click the Home tab on the ribbon, click the Number group, and click the Percentage button. This will format the numbers as percentages with the default percentage symbol and two decimal places. You can also click the Percentage button in the Format Cells dialog box.