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

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In Microsoft Excel, there are several types of conditions that can be used in conditional formatting:

Highlight Cell Rules: This allows you to format cells based on conditions such as "greater than," "less than," "between," "equal to," "text that contains," "a date occurring," "duplicate values," "unique values," "top 10 items," "bottom 10 items," and "above average" or "below average".

Top/Bottom Rules: This allows you to format cells based on conditions such as "top 10 items," "top 10%," "bottom 10 items," "bottom 10%," "above average," and "below average."

Data Bars: This allows you to visually represent a value within a range of cells by using a color-coded bar.

Color Scales: This allows you to format cells based on a color scale that represents the value of the cell compared to other cells in the range.

Icon Sets: This allows you to format cells based on an icon set that represents the value of the cell compared to other cells in the range.

New Rule: This allows you to create a custom rule using a formula or cell reference.

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

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

Select the cells you want to add the border to

Right-click on the selected cells and select "Format Cells" or press "Ctrl + 1"

In the Format Cells dialog box, select the "Border" tab

Use the options in the Border section to choose the border style, color, and location for the border

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

1. **How to Format Numbers as Currency in Excel?**

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 select "Format Cells" or press "Ctrl + 1"

In the Format Cells dialog box, select the "Number" tab

Under "Category," select "Currency"

Choose the desired symbol, decimal places and negative numbers format.

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

Alternatively, you can also use the shortcut key "Ctrl + Shift + $" to quickly format a selected range of cells as currency.

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

To format numbers as percentages in Excel, follow these steps:

Select the cells that you want to format as percentages

Right-click on the selected cells and select "Format Cells" or press "Ctrl + 1"

In the Format Cells dialog box, select the "Number" tab

Under "Category," select "Percentage"

Choose the desired decimal places, if any.

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

Alternatively, you can also use the shortcut key "Ctrl + Shift + %" to quickly format a selected range of cells as percentages. Keep in mind that this will multiply the value of the cell by 100 and adds a percent symbol.

If you want to format a value as a percentage, but do not want to multiply the value by 100, you can format the cell as a decimal first, then format it as a percentage.

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

The shortcut to merge two or more cells in Excel is:

"Alt + H + M + M"

Alternatively, you can also use the following steps to merge cells:

Select the cells you want to merge

Right-click on the selected cells and select "Merge Cells"

Alternatively, you can also go to the "Home" tab and click on the "Merge & Center" button in the "Alignment" group.

Keep in mind that when you merge cells, the data in the leftmost cell will be retained, while the data in the other cells will be lost.

**6.How do you use text commands in Excel?**

Excel has a set of text functions that you can use to manipulate text within a cell or in multiple cells. These functions can be used in formulas and can be entered directly into a cell.

Here are some examples of text functions in Excel and how to use them:

CONCATENATE: Combine two or more text strings together. The syntax is =CONCATENATE(text1, text2, ...).

UPPER: Convert text to all uppercase. The syntax is =UPPER(text).

LOWER: Convert text to all lowercase. The syntax is =LOWER(text).

LEN: Count the number of characters in a text string. The syntax is =LEN(text).

LEFT: Returns a specified number of characters from the beginning of a text string. The syntax is =LEFT(text, number of characters).

RIGHT: Returns a specified number of characters from the end of a text string. The syntax is =RIGHT(text, number of characters).

SUBSTITUTE: Replace a specific text in a string with another text. The syntax is =SUBSTITUTE(text, old text, new text, [occurrence]).

TRIM: Removes leading, trailing, and extra spaces from text. The syntax is =TRIM(text)

SEARCH: Returns the position of a specified text within a text string. The syntax is =SEARCH(find\_text, within\_text, [start\_num]).

These are some examples of the most common text functions in Excel, but there are many more. To use these functions, you need to enter them into a cell as a formula, and then refer to the cells or data that you want to manipulate.