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

Cell Value:

Highlight cells based on their specific values or ranges of values.

Text Contains:

Apply formatting to cells that contain specific text.

Dates:

Format cells based on their date values, such as today, yesterday, last month, next month, etc.

Duplicate Values:

Highlight cells that have duplicate values within the selected range.

Unique Values:

Highlight cells that have unique values within the selected range.

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

* Select the Cells or Range:

Click and drag to select the cells or range where you want to add borders.

* Open the Format Cells Dialog:

Right-click on the selected cells.

Choose "Format Cells" from the context menu.

* Go to the Border Tab:

In the Format Cells dialog box, navigate to the "Border" tab.

* Choose Border Settings:

In the Border tab, you'll see options to set various border styles.

Under the "Presets" section, you can choose a preset border configuration.

Alternatively, you can customize borders using the "Line Style," "Color," and "Border" sections. You can select options for the border line style, color, and which sides of the cell to apply the border to.

* Preview and Apply:

As you make changes in the Format Cells dialog, you can preview the changes in the "Preview" section.

Once you are satisfied with the border settings, click "OK" to apply the borders.

1. How to Format Numbers as Currency in Excel?

Using the Ribbon (Quick Formatting)

Select the Cells:

Highlight the cells or range of cells that you want to format as currency.

Go to the "Home" Tab:

Navigate to the "Home" tab in the Excel ribbon.

Click on the "Number Format" Dropdown:

In the "Number" group, find the "Number Format" dropdown menu. It typically displays the default format, which is "General."

Choose "Currency":

Click on the dropdown menu, and from the list of formats, select "Currency."

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

Using the Ribbon (Quick Formatting)

Select the Cells:

Highlight the cells or range of cells that you want to format as a percentage.

Go to the "Home" Tab:

Navigate to the "Home" tab in the Excel ribbon.

Click on the "Percent Style" Button:

In the "Number" group, find the "Percent Style" button. It usually looks like a percentage sign.

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

Using the Ribbon (Quick Formatting)

Select the Cells:

Highlight the cells or range of cells that you want to format as a percentage.

Go to the "Home" Tab:

Navigate to the "Home" tab in the Excel ribbon.

Click on the "Percent Style" Button:

In the "Number" group, find the "Percent Style" button. It usually looks like a percentage sign.

1. How do you use text commands in Excel?

In Excel, you can use various text functions and commands to manipulate and analyze text data. These functions can be entered directly into cells or used in formulas to perform specific tasks with text strings.