3 condition are there in conditional formatting :

1. If the number < 0 then shade the cell red.

2. If the number = 0 then shade the cell orange.

3. If the number > 0 then shade the cell green.

1. Select one or more cells to which you'd like to add borders.
2. Open the Format cells dialog box by Press CTRL+1 shortcut.
3. In the Format cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use *Presets* to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.

That’s it.



1. Select the cells that you want to format and then, in the Number group on the Home tab, click the down arrow in the Number Format box.
2. Choose either Currency or Accounting.
   1. On Home tab, in the Number group, click the icon next to Number to display the FormatCells dialog box.
   2. Click Percentage In theFormatCells dialog box, in the Category list.
   3. In the Decimal places box, enter the number of decimal places that you want to display. For example, if you want to see 50% instead of 50.00%, enter 0 in the Decimal places box.

ALT H+M+M.

ALT H + M + A

1. Insert a Function in EXCEL:
2. Click the cell where you want to add a formula.
3. Click the Insert Function button.
4. Search for a function using one of these methods: Type a few keywords that describe the function you want and click Go
5. Select the desired function
6. Click OK
7. Enter the formula arguments
8. Click OK.