

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

Ans

5 types are as follows : Background Color Shading, Foreground Color Shading, Data Bars, Icons, Values.

2) How to insert border in Excel with Format Cells dialog?Ans

To insert border in excel with format cells dialog we need to go Home ribbon than there is cells group . There format cells options is present from there we can insert the border in cells according to our use.

3) How to Format Numbers as Currency in Excel?

Ans

To format numbers as currency in excel we not go to numbers group in Home tab. From there we can format the number as currency.

4)What are the steps to format numbers in Excel with the Percent style?

Ans

There is same process as above for currency we did. Instead of selecting currency we can select for percentage also and it will applied. There are also other option like accounting , data, time,text,etc.

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

Ans

Shortcut to merge two or more cells in excel is ALT H+M

6. How do you use text commands in Excel?

Ans

Same process applied here as we applied for both currency and perct instead we select text.