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

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

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

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

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

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

**A1**. There are 5 types of conditional formatting visualizations available:

Background Color Shading (of cells)

Foreground Color Shading (of fonts)

Data Bars

Icons (which have 4 different image types)

Values

|  |  |
| --- | --- |
|  |  |

**A2.** 1. Click Home > the Borders arrow .

2. Pick Draw Borders for outer borders or Draw Border Grid for gridlines.

3. Click the Borders arrow > Line Color arrow, and then pick a color.

4. Click the Borders arrow > Line Style arrow, and then pick a line style.

5.Select cells you want to draw borders around.

**A3.** 1. On the Home tab, click the Dialog Box Launcher next to Number. [ You can also press Ctrl+1 to

open the Format Cells dialog box].

2.In the Format Cells dialog box, in the Category list, click Currency or Accounting.

3. In the Symbol box, click the currency symbol that you want.

**A4 .** On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box. In the Format Cells dialog box, in the Category list, click Percentage.

**A5.** 1. Merge Cells: ALT H+M+M.

2 .Merge & Center: ALT H+M+C.

3 .Merge Across: ALT H+M+A.

4. Unmerge Cells: ALT H+M+U.

**A6.** Select the column, or range where we'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text. Now Excel will keep our leading 0's. If we've already entered data and Excel has removed our leading 0's, we can use the TEXT function to add them back.