**Q1: How many types of conditions are available in conditional formatting on Excel?**

Ans: There are different types of conditions available in conditional formatting like Data Bars , Color Scales , Top/Bottom Rules , Highlight Cell Rules , Icon Sets .

**Q2: How to insert border in Excel with Format Cells dialog?**

Ans: After selecting the cell , go to home and then choose the border .

**Q3 How to Format Numbers as Currency in Excel?**

Ans: Choose cell , right click and then choose format cell .A format cells dialog box will open then choose currency .

Or Shortcut key : Ctrl+shift+$

**Q4: What are the steps to format numbers in Excel with the Percent style?**

Ans:

Step 1. On the Home tab, in the Number group, click the icon next to Number to display the Format Cells dialog box.

Step 2. In the format cells dialog box, in the Category list, click percentage.

Step 3. In the Decimal places box, enter the number of decimal places that you want to display.

**Q5: What is a shortcut to merge two or more cells in excel?**

Ans: Alt H+M+M

**Q6** **How do you use text commands in Excel?**

Ans: =TEXT(Value you want to format, "Format code you want to apply")