

1. There are various conditional formattings offered by excel and some of them include
 - Highlight Cell Rules
 - Greater Than
 - Less Than
 - Between
 - Equal To
 - Text that Contains
 - A Date Occurring
 - Duplicate Values
 - Top/Bottom Rules
 - Data Bars
 - Color Scales
 - Icon Sets
2. Select the rows and columns which you want to add border then navigate to Home and then below the text format and size we are able to view the change in border style.
3. To format numbers as currency navigate to Home ribbon > in the number grouping > there will be an option for currency in the drop down.
4. The steps required to format the cells in % style is as follows: Home ribbon > Number grouping > we are able to view the % symbol > highlight the cells which you want as % then click on the % symbol.
5. The shortcut to merge two or more cells is ALT + H + M + M.
6. To use text commands we can navigate to the Formulas ribbon > function library grouping > text formula and use whichever text command is best suited.