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

Answer: In Excel, there are several types of conditions available in conditional formatting, allowing you to highlight or format cells based on specific criteria. These conditions can help you visually identify trends, patterns, or outliers in your data. The main types of conditions available in conditional formatting include:

Highlight Cell Rules:

Top/Bottom Rules:

Data Bars:

Icon Sets:

Custom Rules:

Use a formula to determine which cells to format

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

Answer: To insert borders in Excel using the Format Cells dialog, you can follow these steps:

Select Cells: First, select the cells or range of cells to which you want to apply borders.

Open the Format Cells Dialog:

Right-click on the selected cells, and from the context menu, choose "Format Cells..." Or,

Go to the "Home" tab on the Excel ribbon, click on the "Format" dropdown arrow in the "Cells" group, and select "Format Cells...".

Go to the Border Tab:

In the Format Cells dialog box, navigate to the "Border" tab.

Choose Border Settings:

In the Border tab, you will see options to apply different types of borders to the selected cells.

Under "Presets", you can choose from different border presets such as None, Outline, Inside, and Outside borders.

Alternatively, you can customize the borders by selecting individual border styles from the "Line Style", "Color", and "Border" sections.

Preview and Apply Borders:

As you make changes to the border settings, you can preview how the borders will appear in the "Preview" section of the dialog box.

Once you're satisfied with the border settings, click "OK" to apply the borders to the selected cells.

1. How to Format Numbers as Currency in Excel?

Answer: To format numbers as currency in Excel, you can follow these steps:

Select the Cells: First, select the cells or range of cells that you want to format as currency.

Open the Format Cells Dialog:

Right-click on the selected cells, and from the context menu, choose "Format Cells..." Or,

Go to the "Home" tab on the Excel ribbon, click on the "Number Format" dropdown arrow in the "Number" group, and select "More Number Formats...".

Choose Currency Format:

In the Format Cells dialog box, navigate to the "Number" tab.

In the "Category" list on the left side, select "Currency".

Set Currency Options:

After selecting the "Currency" category, you can choose the desired currency symbol from the Symbol dropdown list.

You can also specify the number of decimal places for the currency values under the "Decimal places" option.

Additionally, you can choose whether to use a negative number format, such as accounting style or a minus sign.

Preview and Apply Format:

As you make changes to the currency format options, you can preview how the numbers will appear in the "Sample" section of the dialog box.

Once you're satisfied with the currency format settings, click "OK" to apply the format to the selected cells.

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

Answer: To format numbers in Excel with the Percent style, you can follow these steps:

Select the Cells: First, select the cells or range of cells that you want to format as percentages.

Open the Format Cells Dialog:

Right-click on the selected cells, and from the context menu, choose "Format Cells..." Or,

Go to the "Home" tab on the Excel ribbon, click on the "Number Format" dropdown arrow in the "Number" group, and select "More Number Formats...".

Choose Percent Format:

In the Format Cells dialog box, navigate to the "Number" tab.

In the "Category" list on the left side, select "Percentage".

Set Percent Options:

After selecting the "Percentage" category, you can specify the number of decimal places for the percentage values under the "Decimal places" option.

You can also choose whether to include a symbol for percentages (%), by checking or unchecking the "Symbol" checkbox.

Additionally, you can specify whether negative percentages should be displayed in red by checking or unchecking the "Negative numbers" checkbox.

Preview and Apply Format:

As you make changes to the percentage format options, you can preview how the numbers will appear in the "Sample" section of the dialog box.

Once you're satisfied with the percentage format settings, click "OK" to apply the format to the selected cells.

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

Answer: In Excel, the shortcut to merge two or more cells is:

Alt + H, M, and then press Enter

Here's how to use this shortcut:

Select Cells: First, select the cells that you want to merge. The cells must be adjacent to each other and form a rectangular range.

Use the Shortcut: Press and hold the Alt key, then press H followed by M. Release all keys.

Press Enter: Finally, press Enter to confirm the merge operation.

1. How do you use text commands in Excel?

Answer: In Excel, you can use text commands in several ways to manipulate and analyze text data. Here are some common text functions and methods you can use:

Text Functions:

Excel provides various text functions that allow you to perform operations on text strings. Examples include:

CONCATENATE: Combines multiple text strings into one.

LEFT: Extracts a specified number of characters from the beginning of a text string.

RIGHT: Extracts a specified number of characters from the end of a text string.

MID: Extracts a specified number of characters from any position in a text string.

LEN: Returns the length of a text string.

FIND: Finds the position of a specific character or text string within another text string.

Concatenation:

You can use the ampersand (&) operator or the CONCATENATE function to join multiple text strings together. For example:

=A1 & " " & B1 or =CONCATENATE(A1, " ", B1)

Text-to-Columns:

The Text-to-Columns feature allows you to split text strings into separate columns based on a delimiter (such as comma, space, or tab). You can access this feature from the "Data" tab on the Excel ribbon.

Find and Replace:

The Find and Replace feature helps you search for specific text strings within your data and replace them with another text string. You can access this feature by pressing Ctrl + H or from the "Home" tab on the Excel ribbon.

Trim:

The TRIM function removes leading and trailing spaces from a text string, as well as any extra spaces between words. For example:

=TRIM(A1)

Text Formatting:

You can apply various formatting options to text cells, such as font style, font size, text color, and text alignment. These options are available in the "Font" and "Alignment" groups on the "Home" tab of the Excel ribbon.

Custom Formats:

Excel allows you to create custom number formats, including custom formats for displaying text. You can specify formats such as adding a prefix or suffix to text strings, displaying text in uppercase or lowercase, etc.