

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

Ans: Excel offers several types of conditions for conditional formatting. Some of the common ones include:

1. Cell Value: Format cells based on their specific values, such as greater than, less than, equal to, between, etc.
2. Formula: Apply formatting based on custom formulas you create.
3. Text: Format cells based on specific text strings or contents.
4. Dates: Format cells based on date criteria, such as before, after, between, etc.
5. Duplicates: Highlight duplicate values within a range of cells.
6. Unique Values: Highlight unique values within a range of cells.
7. Top/Bottom Rules: Format the top or bottom "n" values within a range.
8. Data Bars: Display visual data bars within cells to represent their values relative to other cells.

9. Color Scales: Apply a color gradient to cells based on their values.

10. Icon Sets: Assign icons to cells based on their values, such as arrows, traffic lights, etc.

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

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

1. Select the cell or range of cells to which you want to apply borders.

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

Alternatively, you can press  $ctrl + I$  to open the Format cells dialog.

3. In the Format cells dialog, go to the "Border" tab.

4. In the Border tab, you'll see various border

options represented by icons or styles. You can choose from preset border styles, or you can customize the borders by clicking on specific border icons in the preview window.

5. Select the border style you want to apply by clicking on the corresponding icon in the preview window. You can choose different border styles for different sides of the cell (top, bottom, left, right) or for the entire cell.

6. After selecting the desired border style(s), click "OK" to apply the borders to the selected cells.

3. How to Format Numbers as currency in Excel?

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

1. Select the cell(s) containing the numbers you want to format as currency.

2. Go to the "Home" tab on the Excel ribbon.
3. Look for the "Number" group. You'll find the "Number Format" dropdown menu there.
4. Click on the dropdown arrow next to the "Number Format" box. A list of different number formats will appear.
5. From the dropdown menu, select "Currency" or "Accounting" depending on your preference.
6. If you selected "Currency", you might need to choose the currency symbol you want to use. Click on the dropdown arrow next to the currency symbol to choose your desired currency.
7. Once you've selected the desired currency format, Excel will automatically format the selected cells as currency.

Alternatively, you can also use the "Format Cells" dialog to format numbers as currency:

1. Select the cell(s) containing the numbers you want to format as currency.
2. Right-click on the selected cells, and from the context menu, choose "Format cells."
3. In the "Format cells" dialog, go to the "Number" tab.
4. Select "currency" from the category list on the left side.
5. Choose your desired options for currency symbol, decimal places, and negative numbers.
6. Click "OK" to apply the currency formatting to the selected cells.

These steps will format the numbers in the selected cells as currency in Excel.

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

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

1. Select the cell(s) containing the numbers you want to format as percentages.
2. Go to the "Home" tab on the Excel ribbon.
3. Look for the "Number" group. You'll find the "Number Format" dropdown menu there.
4. Click on the dropdown arrow next to the "Number Format" box. A list of different number formats will appear.
5. From the dropdown menu, select "Percentage."
6. Excel will automatically format the selected cells as percentages, multiplying the values by 100 and adding a percent sign (%) at the end.

Alternatively, you can also use the "Format

"cells" dialog to format numbers as percentages:

1. Select the cell(s) containing the numbers you want to format as percentages.
2. Right-click on the selected cells, and from the context menu, choose "Format cells."
3. In the "Format cells" dialog, go to the "Number" tab.
4. Select "Percentage" from the category list on the left side.
5. Choose your desired options for decimal places, and whether you want to include a separator between the number and the percent sign.
6. click "OK" to apply the percentage formatting to the selected cells.

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

Ans: In Excel, you can merge two or more cells using a shortcut or directly from the ribbon. The shortcut for merging cells in Excel is:

1. Select the cells you want to merge.
2. Press Alt + H to activate the Home tab.
3. Press M to activate the Merge & center dropdown menu.
4. Press M again to select the "Merge cells" option.

6. How do you use text commands in Excel?

Ans: Text commands in Excel can be used in various ways to manipulate and manage text data within cells. Here are some common text functions and commands in Excel along with brief descriptions of how to use them:

1. **\*\*Concatenate\*\***: Combines multiple text strings into one.  
- Example: `=CONCATENATE(A1, " ", B1)` combines

the text in cell A1 with a space and the text in cell B1.

2. \*\*Left\*\*: Extracts a specified number of characters from the beginning (left side) of a text string.

- Example: `=LEFT(A1, 5)` extracts the first 5 characters from the text in cell A1.

3. \*\*Right\*\*: Extracts a specified number of characters from the end (right side) of a text string.

- Example: `=RIGHT(A1, 3)` extracts the last 3 characters from the text in cell A1.

4. \*\*Mid\*\*: Extracts a specified number of characters from the middle of a text string, starting at a specified position.

- Example: `=MID(A1, 3, 5)` extracts 5 characters from the text in cell A1, starting from the 3rd character.

5. \*\*Len\*\*: Returns the number of characters in a text string.

- Example: `=LEN(A1)` returns the number of characters in the text in cell A1.

6. \*\*Find\*\*: Returns the starting position of one text string within another text string.

- Example: `=FIND("search\_text", A1)` returns the position of "search\_text" within the text in cell A1.

7. \*\*Replace\*\*: Replaces part of a text string with another text string.

- Example: `=REPLACE(A1, 3, 5, "new\_text")` replaces characters in cell A1, starting from the 3rd position and 5 characters long, with "new\_text".

8. \*\*Trim\*\*: Removes extra spaces from text, except for single spaces between words.

- Example: `=TRIM(A1)` removes extra spaces from the text in cell A1.

To use these text commands, you typically enter them into a cell as a formula, providing the necessary arguments such as cell

references or text strings. You can also use these functions within other formulas or as arguments for other functions.