



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -6 (ANSWER KEY)

### Topic – Formatting date, numbers, time and border and shading of cells

Subject: COMPUTER Class - 6

F.M:15

Chapter: MS Excel: Formatting Data

Date: 13/05/2020

### Choose the correct answer for each question

15 × 1 = 15

1. Formatting in MS Excel helps in :
  - a. Sorting data
  - b. Filtering data
  - c. **Attractive look of spreadsheet**
  - d. All of these
2. In which group, do we find font format options?
  - a. **Font**
  - b. Cells
  - c. Both(a) and (b)
  - d. Editing
3. To change the font face, we click \_\_\_\_\_ tab.
  - a. **Home**
  - b. Insert
  - c. Page Layout
  - d. None of these
4. Which of the following tab is present in Format cells group?
  - a. Number
  - b. Alignment
  - c. Font
  - d. **All of these**
5. Which tab helps to set decimal places in number data type?
  - a. **Number**
  - b. Alignment
  - c. Font
  - d. Border
6. Which tab gives us the option to format date data type?
  - a. **Number**
  - b. Alignment
  - c. Font
  - d. Border
7. Number of alignment options available in Alignment group:
  - a. 5
  - b. 4
  - c. **6**
  - d. None of these

8. Which tab helps in rotating selected cell contents with certain degrees?
- Number
  - Alignment**
  - Font
  - Border
9. Two or more cells can be merged into one using \_\_\_\_\_ option in Alignment group.
- Wrap text
  - Orientation
  - Merge and center**
  - All of these
10. To change the font color of the selected cells, we click on \_\_\_\_\_ tab.
- Home**
  - Insert
  - Page Layout
  - None of these
11. \_\_\_\_\_ is a feature that fits the text contents within a cell.
- Wrap text**
  - Orientation
  - Merge and center
  - All of these
12. Which tab helps in bordering selected cells?
- Number
  - Alignment
  - Font
  - Border**
13. Outline border option is present in \_\_\_\_\_ group.
- Preset style**
  - Border color
  - Border line style
  - None of these
14. To set background color of the selected cell(s), we click on \_\_\_\_\_ tab.
- Border
  - Font
  - Fill**
  - Number
15. Background pattern style of cell(s) can be set in MS Excel.
- True**
  - False

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