



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -6

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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