

Chapter -5 Formatting and More in Excel

Answer in one word/sentence.(pg .no 52)

Q.1 Name the types of alignment available for data in a worksheet.

Ans- There are three type of alignment available for data in a worksheet .These are Align Text Left, Align Text Center, or Align Text Right .

Q.2 What do you need to do to change the column width?

Ans- To change the column width, drag the boundary-which is to the right of the column header- left or right until the width is changed as per our requirement.

Q.3 The buttons used to make the entries Bold, Italic, or underlined are known as.

Ans- Font style button is used to make the entries Bold, Italic, or underlined .

Q.4 Which keys are used to select multiple adjacent and non-adjacent rows?

Ans- To select multiple adjacent rows/columns, keep the Shift key pressed ;to select non-adjacent rows/columns keep the Ctrl key pressed.

Q.5 Which Tab and option button will you use to insert a new blank rows?

Ans- Steps to add a blank row :-

1. Select the row which you want to insert a blank row.
2. Click on the Home tab.
3. Click on the Insert arrowhead button
4. Click on the Insert Sheet Rows option.

Give short Answers .

Q.1 What is meant by formatting of data in a worksheet?

Ans- We can format data to enhance its look by applying fonts, styles , and borders to it.

Q.2 What is meant by formatting the worksheet structure?

Ans- Format the worksheet structure ,like changing the height of rows, width of columns, etc. ,as per our requirement.

Q.3 How can you save and open a new workbook?

Ans.3- To save a workbook :

1. Click on the office button and select the Save option .
2. The save as dialog box opens; type in the name for your Workbook and click on the save option.
..... The workbook will be saved.
3. Clicking Browse at bottom of the left pane displays the Save As dialog box, in which you assign a name to the file.

Q.4 Write about the options in the Print dialog box, and the purpose of these.

Ans- The required option in the dialog box; the meaning of each option is as follows :

- a. Selection : Enable this option to print the selected range.
- b. Active sheet (s): Enable this option if you want to print the current worksheet in which you are working.
- c. Entire workbook: Enable this option if you want to print the whole workbook.

Choose the correct option .

1. This appearance of the typed data can be changed by changing
Ans- a. Font type
2. Changing the height and width of the rows and columns is called
Ans- b. Formatting worksheet
3. Data can be made bold or italics by changing the
Ans- d. None of these
4. To accommodate additional records
Ans- b. Insert a new row
5. What option is used to underline text?
Ans- c. Underline
6. The background color of cells can be changed from
Ans- a. Fill color arrowhead button
7. Row headers are
Ans- a. 1, 2, 3.....
8. To remove a border, the following option is used
Ans- No border
9. To select adjacent multiple rows and column, press the
Ans- b. Shift key
10. To select non –adjacent multiple rows and columns press the
Ans- a. Ctrl key

Write (T) for True and (F) for False .

1. False
2. False
3. True
4. True
5. False
6. False

Fill in the blanks.

1. The appearance of the typed entry can be changed by selecting the Font type.
 2. The entries can be made Bold, Italic or Underlined by clicking on the various Font style.
 3. You can choose the different alignments for the selected data by clicking on the required alignment button.
 4. To select a row , click on the row header.
 5. To select multiple adjacent rows/columns, keep the Shift key pressed.
 6. To select non –adjacent rows/columns keep the Ctrl key pressed.
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