Class VII

Chapter 5

A. Tick the correct answer

1. i
2. ii
3. i
4. iii
5. iii

B. true false

1. t
2. f
3. t
4. f
5. t

C. Matching

1. iii
2. v
3. i
4. ii
5. iv

D. Fill up

1. font
2. alignment
3. merge and center
4. fill
5. format painter

E. name the following

1. decrease decimal
2. percentage
3. comma
4. border
5. format
6. currency

F. Very short

1. 8.43 characters
2. Clipboard group
3. **Horizontal align**: left, right, centre **vertical align**: top, middle, bottom

G. Short answer type question

1. A cell style is a defined set of **formatting** characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading. **Excel 2010** has several built-in cell styles that you can apply or modify.
2. **Number formats** are used to control the display of cell values that contain numeric data. This numeric data can include things like general, currency, dates, times, costs, percentages, fraction, scientific, text, etc.
3. Click Home > the **Borders** arrow .
4. Pick **Draw Borders** for outer **borders** or **Draw Border** Grid for gridlines.
5. Click the **Borders** arrow > Line Color arrow, and then pick a color.
6. Click the **Borders** arrow > Line Style arrow, and then pick a line style.
7. Select cells you want to **draw borders** around.

H. application oriented.

a. **To set column width with a specific measurement:**

1. Select the **columns** you want to **modify**.
2. Click the Format command on the Home tab. The format drop-down menu appears.
3. Select **Column Width**. **Increasing** the **column width**.
4. The **Column Width** dialog box appears. Enter a specific measurement. ...
5. Click OK.

Or we can click on the column heading border and drag the mouse cursor.

b. **To apply number formatting:**

1. Select the cells(s) you want to modify. Selecting a cell range.
2. Click the drop-down arrow next to the **Number Format** command on the Home tab. The **Number Formatting** drop-down menu will appear.
3. Select the desired **formatting** option. ...
4. The selected cells will **change** to the new **formatting** style.