Worksheet

1

FORMATTING CELLS IN SPREADSHEET

Unit-4 | Chapter-7

1. Tick (✓) the correct option.

(a) Which of the following group under the home tab is used to format the number?

   (i) Number ☐   (ii) Alignment ☐

   (iii) Styles ☐   (iv) Cells ☐

(b) Which of the following chart represents the data over a period of time in columns?

   (i) Bar Chart ☐   (ii) Column Chart ☐

   (iii) Line Chart ☐   (iv) None of these ☐

(c) .... charts have better visual impact than a line chart.

   (i) Area ☐   (ii) Bar ☐

   (iii) Column ☐   (iv) Pie Chart ☐

(d) Which of the following helps to identify the plotted data series?

   (i) Gridlines ☐   (ii) Plot Area ☐

   (iii) Legend ☐   (iv) Data Label ☐

(e) Which of the following features of the Excel is used to add a custom series of names or text that can be pre-defined?

   (i) AutoFill ☐   (ii) Series ☐

   (iii) Fill ☐   (iv) None of these ☐

2. Fill in the blanks.

(a) By default, the numeric data appears .... aligned in Excel.

(b) The .... alignment aligns the contents within the column width by increasing the column width.

(c) The .... option wraps the text in multiple lines to accommodate the text automatically within the Column width.

(d) The .... option reduces the font size of the contents to accommodate it size within the Column width.

(e) The .... option helps to rotate the direction of contents in a Cell.

(f) All the alignment options are available in the .... toolbar.

(g) .... is an additional feature in Excel in which name of months of a year, serial numbers, etc. are automatically generated once the user feeds the initial data.

Class -9   Part B

Grade: ★ ★ ★ ★ ★