

# Formatting Worksheets in MS-EXCEL

## Worksheet – I

### Chapter – 7

- 1) Which option is not found in the Font group in MS- Excel?
  - a) Border
  - b) Increase Font
  - c) Allignment
  - d) Font Style
- 2) Which option in the font group is used to give a background colour of a cell.
  - a) Font Color
  - b) Fill Color
  - c) Border color
  - d) More Color
- 3) To border the entire cell of a selected region in excel \_\_\_\_\_ option should be clicked.
  - a) Outside Border
  - b) All Border
  - c) Thick Box border
  - d) Draw Border
- 4) To choose a different line style of the border in excel click on the :
  - a) More Border
  - b) Line Style
  - c) Line Color
  - d) Draw Border
- 5) \_\_\_\_\_ option draws border around every cell.
  - a) Draw Border Grid
  - b) Draw Border
  - c) All Border
  - d) No Border
- 6) \_\_\_\_\_ alignment place the text in the middle of the cell.
  - a) Middle
  - b) Center
  - c) Inside
  - d) Bottom
- 7) To rotate the text in different angles \_\_\_\_\_ option should be clicked.
  - a) Indentation
  - b) Orientation
  - c) Angle Text
  - d) Angle Clockwise
- 8) \_\_\_\_\_ refers to the distance between the cell boundary and the text.
  - a) Orientation
  - b) Indentation
  - c) Allignment
  - d) spaces