

## CHAPTER 9

### FORMATTING CELLS IN MS EXCEL

1. Define formatting.

Formatting is the process of changing the font size, style, colour, border pattern, alignment etc.

2. Name the tabs present in format cell dialogue box.

Number, alignment, font, border, fill and protection are the tabs present in format cell dialogue box.

3. Define wordart.

It is a collection of different stylish decorative text which includes many colours like shadow, colour and outlines etc.

4. What do you mean by alignment?

Alignment refers to the position in which the data is placed within the boundary of cells.