

CHAPTER 9

FORMATTING CELLS IN MS EXCEL 2010

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 cells dialog box.

Number, Alignment, Font, Border, Fill and Protection are the tabs present in format cell dialog box.

3. Define wordart.

It is a collection of different stylish decorative text which includes many effects like shadow, colors 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.
