


### Multiple Choice Questions

1. Format  command is present in \_\_\_\_\_ tab.  
(a) Insert                                       (b) Home                                      (c) View
2. To format the text, you will click the \_\_\_\_\_ tab in format cells box.  
 (a) Alignment                                      (b) Fill                                      (c) Number
3. \_\_\_\_\_ are the values used before using any new feature.  
(a) Text                                       (b) Prefix                                      (c) Presets



## EXERCISES

2. Choose the correct option and write in the space provided.

1. Themes command is present in \_\_\_\_\_ tab.  
(a)  Page Layout (b) View (c) Insert
2. A \_\_\_\_\_ consists of data arranged in rows and columns.  
(a)  Spreadsheet (b) Document (c) Columns
3. Clip Art command is present in \_\_\_\_\_ group.  
(a) Themes (b) Styles (c)  Illustrations
4. A \_\_\_\_\_ is a collection of stylish and decorative texts.  
(a) Clip Art (b)  WordArt (c) HandArt

B. Fill in the blanks.

right

WordArt

color

theme

style

1. A Theme is a set of defined elements.
2. The Clip Art task pane appears on the Right corner of Excel sheet.
3. You can choose Colour and Style by using Fill tab in Format Cells box.
4. WordArt is a collection of stylish and decorative texts.

C. Tick the (✓) correct and cross (✗) the wrong ones.

1. You cannot apply vertical alignment for text.
2. Insert tab allows you to add a Clip Art image in your excel sheet.
3. Number can be formatted in date, time, currency and scientific notations.
4. Text is always left aligned.

Answer the following questions.

1. Define formatting.
2. Name the tabs present in format cells dialog box.
3. Define WordArt.
4. What do you mean by alignment?
5. Write the steps to change font.
6. How will you...