

Lesson-6

Formatting and More in Excel

Worksheet 5: Answer in one word/sentence.

- Q. 1. Name types of alignment available for data in a worksheet.
Ans. Left, Right and Center.
- Q. 2. What could be the requirement to change the column width?
Ans. When the width of the entry is more than the space of the cell.
- Q. 3. The buttons used to make the entries Bold, Italic or Underlined you are known as.
Ans. Style buttons.
- Q. 4. Which keys are used to select multiple adjacent and non adjacent rows?
Ans. Shift key for selecting multiple adjacent rows and Ctrl keys to select multiple non adjacent rows.
- Q. 5. Which tab and option button will you use to insert a new blank row?
Ans. Home tab And Insert arrowhead button.

Worksheet 6: Answer the following:

- Q. 1. What do you mean by formatting of data in a worksheet?
Ans. You can format the data to make it look attractive by applying different fonts, styles, and borders to it. You can also format the worksheet structure, like changing height of rows or the width of columns, etc. as per your requirement.
- Q. 2. What do you mean by formatting the worksheet structure?
Ans. You can also change the 'height' and 'width' of rows and columns, as per your requirement and you can also insert new rows/columns. But first of all you must learn to select rows and columns to work on them.
- Q. 3. How can you save and open a new workbook?
Ans. **To save a workbook:**
1. Click on the File menu and select the Save option.
 2. The Save As dialog box opens. Type in the name for your workbook and click on the Save option. ...The workbook will be saved.
- To open a workbook:**
1. Click on the File menu and select the Open option.
 2. The Open dialog box opens. Select the workbook to open and click on the Open option. ...The selected workbook will open.
- Q. 4. Write about the options and their purpose, which are there in the Print dialog box.
Ans. Enable the required options in the dialog box, the meanings of which are mentioned below:
- a. **Print Selection:** Enable this option to print the selected range.
 - b. **Print Active sheet(s):** Enable this option if you want to print the current worksheet in which you are working.
 - c. **Print Entire workbook:** Enable this option if you want to print the whole workbook.