

Excel Basic Practical Questions

1. Enter the following data in cells A1 to C3:

Name	Math	Science
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John	85	90
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Jane	78	88
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2. Make the text in the first row bold.

3. Center align the text in the header row (A1 to C1).

4. Change the font color of the header row (A1 to C1) to blue.

5. Change the background color of the header row (A1 to C1) to light gray.

6. Adjust the width of columns A, B, and C to fit the content.

7. Format the numbers in columns B and C to show no decimal places.

8. Merge and center the title "Student Marks" across columns A, B, and C in row 4.

9. Add a border around the data in cells A1 to C3.

10. Increase the font size of the header row (A1 to C1) to 14.