GRADE: 7
SUBJECT: COMPUTER SCIENCE
DATE: Spreadsheets - Format Cell Contents
DURATION: 2 hr
MAX MARKS: 80

SECTION A

Q1. CHOOSE THE CORRECT ANSWER: (10x1=10)

1. What does **formatting a worksheet** mean?
   a) Changing the content of a cell
   b) Changing the appearance of a worksheet
   c) Deleting the data in a worksheet
   d) Printing the worksheet

2. Which of the following is **not** a text formatting option?
   a) Bold
   b) Italic
   c) Underline
   d) Sort

3. To change the **font size** of text in a cell, you use the:
   a) Alignment group
   b) Font group
   c) Data group
   d) Formula bar

4. The **default font in Excel 2013** is:
   a) Arial
   b) Calibri
   c) Times New Roman
   d) Comic Sans

5. The shortcut key to **apply bold formatting** to selected text is:
   a) Ctrl + I
   b) Ctrl + U
   c) Ctrl + B
   d) Ctrl + Z

6. Which feature **adjusts the row height automatically** to fit the content?
   a) Merge & Center
   b) AutoFit
   c) Wrap Text
   d) Conditional Formatting

7. To **apply a border** to selected cells, use the:
   a) Number group
   b) Font group
   c) Alignment group
   d) Data group

8. The **Wrap Text** feature is used to:
   a) Merge multiple cells into one
   b) Apply a border around text
   c) Display text in multiple lines within a cell
   d) Change the font color

9. Which **number format** is used to display a value as currency?
   a) Percentage
   b) Accounting
   c) General
   d) Scientific

10. The **Merge & Center** feature:
    a) Joins selected cells into one and centers the text
    b) Deletes the contents of selected cells
    c) Moves data from one cell to another
    d) Changes the font style

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING: (4x1=4)

1. The feature used to **combine two or more cells** into one is called ____.
2. The shortcut key to **underline text** in a cell is ____.
3. The small square at the bottom-right corner of an active cell is called ____.
4. The feature that **changes the alignment of text** within a cell is called ____.

SECTION B

Q3. ANSWER THE FOLLOWING: (Any Ten) (10x2=20)

1. What are the **different ways to format text** in Excel?
2. How do you **change the font color** of text in a worksheet?
3. What is the **function of the Bold, Italic, and Underline options**?
4. Explain the use of **AutoFit Row Height and AutoFit Column Width**.
5. How do you **apply borders** to selected cells?
6. What is the function of the **Wrap Text feature**?
7. Explain the use of **Merge & Center** in formatting a worksheet.
8. How do you **align text** in a worksheet?
9. What are the different **number formats** available in Excel?
10. What is the purpose of **Cell Styles** in Excel?
11. How do you **change the orientation of text** in Excel?
12. What is the difference between **General and Currency number formats**?

Q4. GIVE TWO DIFFERENCES BETWEEN: (Any Four) (4x2=8)

a) Bold and Italic
b) Merge & Center and Wrap Text
c) AutoFit and Manual Adjustment
d) General Format and Percentage Format
e) Borders and Fill Color

SECTION C

Q5. ANSWER IN DETAIL: (Any Four) (4x5=20)

1. Explain the **steps to format text, apply borders, and change alignment** in a worksheet.
2. Describe the **process to format numbers, dates, and currency values** in Excel.
3. How do you **apply conditional formatting** to highlight important data?
4. Explain the **Merge & Center and Wrap Text features** with examples.
5. What are **Cell Styles**, and how can they be used for quick formatting in Excel?

End of the Question Paper