

GRADE: 7

SUBJECT: COMPUTER SCIENCE

Lesson: 08-Spreadsheets-Format-cell-Contents ANSWER SHEET

SECTION A

Q1. CHOOSE THE CORRECT ANSWER:

1. b) Changing the appearance of a worksheet
2. d) Sort
3. b) Font group
4. b) Calibri
5. c) Ctrl + B
6. b) AutoFit
7. b) Font group
8. c) Display text in multiple lines within a cell
9. b) Accounting
10. a) Joins selected cells into one and centers the text

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING:

1. Merge & Center
2. Ctrl + U
3. Fill Handle
4. Alignment

SECTION B

Q3. ANSWER THE FOLLOWING:

1. Different ways to format text in Excel:
 - Change font type, size, and color
 - Apply Bold, Italic, or Underline
 - Use Cell Styles for predefined formatting

2. To change font color:

- Select the text → Click the Font Color button in the Font group → Choose a color.

3. Bold, Italic, and Underline functions:

- **Bold (Ctrl + B)**: Makes text darker.
- **Italic (Ctrl + I)**: Slants text for emphasis.
- **Underline (Ctrl + U)**: Draws a line under text.

4. AutoFit Row Height and AutoFit Column Width:

- Adjust row/column size automatically to fit content.
- Activated by double-clicking row/column edges.

5. To apply borders:

- Select cells → Click Borders in the Font group → Choose a border style.

6. Wrap Text function:

- Displays long text in multiple lines within a cell.
- Keeps content visible without changing column width.

7. Merge & Center usage:

- Joins multiple cells into one.
- Centers text across the merged area.

8. Aligning text in Excel:

- Use Left, Center, Right, Top, Middle, or Bottom Align in the Alignment group.

9. Different number formats in Excel:

- General, Number, Currency, Accounting, Percentage, Date, and Scientific.

10. Purpose of Cell Styles:

- Predefined formatting options for quick application to cells.
- Helps maintain consistency in design.

11. Changing text orientation:

- Select cell → Click Orientation in the Alignment group → Choose rotation angle.

12. General vs. Currency format:

- **General:** Displays numbers without specific formatting.
- **Currency:** Adds currency symbols and decimal places.

Q4. GIVE TWO DIFFERENCES BETWEEN:

a) Bold and Italic:

- **Bold:** Makes text thicker.
- **Italic:** Slants text for emphasis.

b) Merge & Center and Wrap Text:

- **Merge & Center:** Combines cells and centers text.
- **Wrap Text:** Displays text in multiple lines within a cell.

c) AutoFit and Manual Adjustment:

- **AutoFit:** Automatically resizes rows/columns.
- **Manual Adjustment:** Requires dragging row/column edges.

d) General Format and Percentage Format:

- **General:** Displays numbers normally.
- **Percentage:** Converts numbers into percentage form (e.g., 0.5 → 50%).

e) Borders and Fill Color:

- **Borders:** Draws outlines around cells.
- **Fill Color:** Adds background color to cells.

SECTION C

Q5. ANSWER IN DETAIL:

1. Steps to format text, apply borders, and change alignment:

- **Text Formatting:** Use Font group to change font, size, color, and effects.
- **Applying Borders:** Select cells → Click Borders button → Choose border style.
- **Changing Alignment:** Use the Alignment group to align text (Left, Center, Right).

2. Formatting numbers, dates, and currency values:

- **Numbers:** Click Number Format menu → Choose 'Number' format.
- **Dates:** Select a date format (Short Date, Long Date).
- **Currency:** Select 'Currency' or 'Accounting' format.

3. Applying conditional formatting:

- Highlights important data based on conditions.
- Steps: Select cells → Click Conditional Formatting → Set rules (e.g., highlight values > 100).

4. Merge & Center and Wrap Text examples:

- **Merge & Center:** Used for headings spanning multiple columns.
- **Wrap Text:** Used to keep text visible without changing column width.

5. Cell Styles in Excel:

- Predefined themes to quickly apply formatting.
- Includes Title, Heading, Good/Bad/Neutral, and more.

End of Answer Sheet