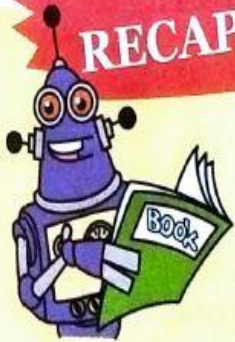➤ *Important terms:-*

Words to Know

- **Formatting:** Changing the appearance of worksheet data to make it look more presentable and attractive.
- **Alignment:** The placement of text with respect to cell boundaries.
- **Orientation:** The rotation of the text at different angles inside the cell.
- **Indentation:** The distance between the cell boundary and text.

RECAP ZONE

- We can format data on the worksheet by using different options in the Font, Alignment and Number group on the Home tab.
- The Font group provides options for changing the font, font size, background colour, font style, font colour and applying or removing borders around the selected range of data.
- The Alignment group provides options for changing the horizontal and vertical alignment, orientation and indentation of data inside a cell.
- The Number group provides various formats for specifying how we want the values in a cell to be displayed.

Practice Zone
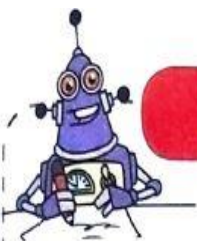
Identify the group that contains options for performing the following tasks.
1. To change the orientation of cell contents.
2. To change the font style of the text.
3. To change the number of digits to be displayed after the decimal point.
4. To change the background colour of the selected range of data.
5. To apply or remove borders around the selected range of data.
6. To combine two or more selected cells into a single cell.
7. To add a currency symbol and a decimal point to the number value.

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Answers of 1st Practice Zone:-

1. Alignment group
2. Font group
3. Number group
4. Font group
5. Font group
6. Alignment group
7. Number group

ASSESSMENT ZONE

A. Choose the correct answer.

1. _____ refers to the rotation of the text at different angles inside the cell.

   a) Indentation   b) Alignment

   c) Orientation   d) Merge Cells

2. Which group on the Home tab contains the option for applying various currency symbol to the number values inside the cell?

   a) Font   b) Alignment   c) Number   d) Clipboard

3. Which of the following statements holds true about the Number group on the Home tab?

   a) The Number group contains options for changing the appearance of the text.

   b) The Number group contains options for changing the orientation and indentation of text.

   c) The Number group provides various formats for specifying how you want the values in a cell to be displayed.

   d) The Number group provides options for applying border around the selected range of data.

Answers of A. Choose the correct answer:-

(1) :-   b
(2) :-   c
(3) :-   c

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B. Fill in the blanks using the words given in the box.

Alignment	Merge cells	number	font	Wrap text

1. The _____ option adjusts a lengthy text into multiple lines inside a single cell.

2. The option of Indentation is available in the _____ group on the Home tab.

3. You can use the _____ option in the Alignment group to combine two or more selected cells into a single cell.

4. The Increase decimal option is available in the _____ group.

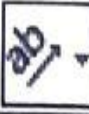5. The option to apply borders across the selected range of data is present in the _____ group on the Home tab.

Answers of "B" Section:-

(1):-   Wrap text

(2):-   Alignment

(3):-   Merge cells

(4):-   Number group

(5):-   Font group

C.   Match the following.

Button		Description
1. ☰		a) This button is used to include a comma between thousands.
2. ،		b) This button is used to apply borders around the selected range of data.
3.		c) This option is used to rotate the text inside the selected cell.

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4.	⬚	d) This button is used to centre align the text in the horizontal direction.
5.	⬚	e) This button is used to reduce the number of digits after the decimal point.
6.	.00 →.0	f) This button is used to decrease the distance between the cell content and cell boundary.
7.	⬚	g) This button merges cells in a row or a column.
8.	⬚	h) This button wraps a lengthy text in multiple lines in a single cell.

C. **Answer:-** 1. - d , 2.- a , 3.- h , 4.- f , 5.- c ,6.- e ,7.- g ,8.- b

D. Answer the following questions.

1. Define Alignment. Name different vertical and horizontal alignment options.

2. Define Orientation and Indentation to clearly bring out the difference between the two.

3. How is Wrap Text option different from Merge Cells option in the Alignment group?

4. What is the use of Comma Style and Accounting Number Format options in the Number group?

5. Discuss the various ways to apply borders to the selected range of data.

D. Answer of the following above questions:-

1. **Answer:-** **Alignment refers to the placement of text with respect to cell boundaries. There are six alignments in excel:-**
   i)   **Top align**
   ii)   **Middle align**
   iii) **Bottom align**
   iv)   **Align left**

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v)   **Align center**

vi)   **Align right**

2. **Answer:-** **Orientation means to the rotation of the text at different angles inside the cell. But, Indentation means to the distance between the cell boundary and the text.**

3. **Answer:-** **In wrap text option all text wraps up into multiple lines inside a cell. But, In merge cells option combining two or more selected cells.**

4. **Answer:-** **Comma style is used to introduced a comma between thousands in number values. And, Accounting number format adds a currency symbol and a decimal point to the number value.**

5. **Answer:-** **There are two ways to add borders on selected cells:-**

   i)   **Apply borders:- there are many border option available to add borders around the selected cells.**

   ii)   **Drawing borders:- Here, we can also draw customised borders with a different line style and colour.**

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