STEPPING STONE SCHOOL (HIGH)

CLASS: - 7

SUBJECT: - COMPUTER

DATE: - 30/06/2020

TOPIC: - FORMATTING IN EXCEL 2013

TIME: - 30 MINUTES

WORKSHEET NO.- 9

1. PLEASE READ THE CHAPTER FROM YOUR TEXT BOOK AND THE ATTACHED NOTES.
2. THEN WORK OUT THE EXERCISES NEATLY IN YOUR NOTEBOOKS HENCEFORTH .
3. ENSURE NEAT AND TIDY WORK.
4. DO NOT WRITE ABOVE THE RED LINE OF THE NOTEBOOK PAGES.
5. USE NOTEBOOK WITH 68 PAGES AND WRITE WITH BLUE INK.
6. MAKE A CONTENTS PAGE FIRST WITH COLUMNS UNDER THE HEADS AS GIVEN BELOW:

```
<table>
<thead>
<tr>
<th>DATE</th>
<th>WORKSHEET NO.</th>
<th>CHAPTER NO. AND NAME</th>
<th>PAGE NO.</th>
<th>TEACHER'S SIGNATURE</th>
</tr>
</thead>
</table>
```
HORIZONTAL ALIGNMENT

You can choose from Left, Centre, Right, Horizontal Alignment etc.

**Left:** aligns the cell contents to the left side of the cell.

**Center:** centers the cell contents in the cell.

**Right:** aligns the cell contents to the right side of the cell.

**Fill:** repeats the contents of the cell until the cells width is filled.

**Justify:** justifies the text to the left and right of the cell.

**Orientation** means the way or direction in which the text is placed inside a cell. The default orientation is horizontal. To change it-

- Select the cell(s).
- Click on arrow beside the orientation button in the alignment group.
- Select the option you want.

**Border and Background Colour**

The default background colour of the cell is white in MS-Excel. You can change it as per your need.

You can apply borders from the format cells dialog box.

**Steps**

- Select the cells.
- Click on the dialog box launcher to open the format cells dialog box.
- Click on the border tab.
- You can change the border style and colour of the cell border.
- You may want all cell borders or only outer border etc. Choose outline and inside.
- Click on OK.

**Fill Colours**

- Click on fill tab of the format cells dialog box.
- SELECT BACKGROUND COLOUR, PATTERN COLOUR AND STYLE. A SAMPLE OF FILL COLOUR AND EFFECTS CAN BE SEEN IN THE WINDOW. CLICK ON OK TO APPLY THE SAME.

EXERCISE

1) NAME THE DIFFERENT TYPES OF HORIZONTAL ALIGNMENT.
2) WHAT IS ORIENTATION?
3) WHAT IS THE DEFAULT BACKGROUND COLOUR OF THE CELL?
4) WHERE YOU WILL GET BORDER AND SHADING IN MS-EXCEL 2013?
5) WHAT IS THE FUNCTION OF RIGHT ALIGNMENT?