National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 7: Formatting
Worksheets-7

1. Write the steps for merging the cells in the worksheet.

2. How will you insert new sheet in the spreadsheet?

3. Sakthi entered the data in the worksheet. Some of the column names are not fully readable. Now mention the steps he has to take for displaying the column names fully.

4. Vidhya wants to apply different colors to the text and cells in the worksheet. How can she fill colors to the text and cells?

5. How will you create new style in a spreadsheet? Explain.

6. What is the use of Format painter in Excel?

7. How will you protect the worksheet? Mention all the steps for protecting the worksheet.

8. Explain different preset styles available in Excel.

9. How will you delete the styles in Excel?

10. Write the steps for hiding selected columns or rows.