

**NATIONAL INSTITUTE OF OPEN SCHOOLING**

**SENIOR SECONDARY COURSE**

**Lesson 7: Formatting Worksheets**

**Worksheet 7**

1. Student's mark sheet details were entered in a spreadsheet. After calculating the average marks for each student, the values should be displayed with two decimal places. Mention the steps to be followed for displaying the values with two decimal places.
2. XYZ company has entered their sales details for the year 2018, 2019 and 2020 in the worksheet. Write the steps for hiding the 2019 data in the worksheet.
3. Geeta has collected her company's savings details and entered the information in the worksheet. She wishes to apply styles to the worksheet for giving professional look to it. Suggest the steps to be used for applying styles to the worksheet.
4. Mention the steps to be followed for hiding the worksheets.
5. The sales report of the company details were entered in the worksheet. To protect the worksheet mention the steps to be used.
6. What the different features available are in: (a) Number tab, (b) Border tab and (c) Patterns tab in Excel's Format Cells dialog box?
7. Aarav is working in a worksheet. He added heading in the worksheet. The heading was entered in the A1 cell. He wants to merge other cells and display the heading in the middle of the worksheet. Mention the steps for completing this task.
8. Write the steps for filling the color to the cells.
9. If you have to display the value of the cell with thousands separator (Example: 1,500) then what style will you prefer to use in the spreadsheet?
10. Employee's details of "ABC Company" were entered in the worksheet. They have entered the details of Employee's name, Father's name, Mother's name, date of birth, date of joining, date of retirement, basic pay, gross pay and net pay etc. The date of birth, date of joining, and date of retirement columns need to be formatted like 01-May-1991. Write the steps for displaying the date in the above mentioned format.