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Date
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Chapter-2

Working in Excel

Question Answer:-

Ques-1- What do you understand by editing? Where do you see the Edit mode?

Ans- Changing and modifying is the content of cell is called Editing. Edit mode is indicated on the extreme left side of the status bar.

Ques-2- Define the term formatting. Why do we need to format a worksheet?

Ans- Formatting is a method which is used to make a document effective and attractive. If we want to change the appearance of worksheet then we need to format a worksheet.

Ques-3- Explain the Vertical and Horizontal text alignment options.

Ans- Vertical and Horizontal alignment options align the content vertically and horizontally.

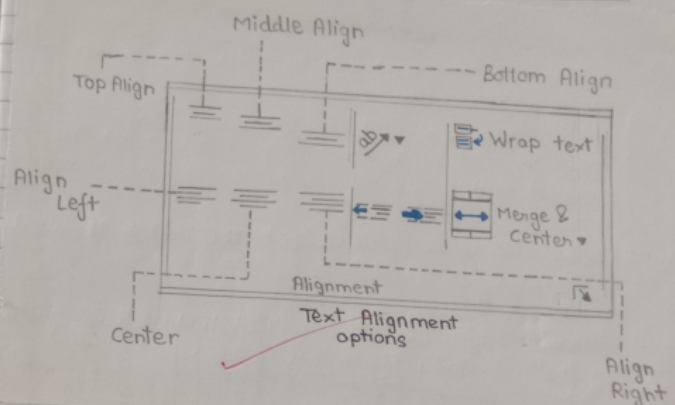


Vertical Alignment includes following options:

- 1) Top Align: Aligns the content to the top of the cell.
- 2) Middle Align: Aligns the content in the vertical center of the cell.
- 3) Bottom Align: Aligns the content to the bottom of the cell.

Horizontal Alignment includes these options:

- 1) Align Left: Aligns the content to the left of the cell. It is the default alignment.
- 2) Center: Aligns the content in the horizontal center of the cell between left and right of the cell boundaries.
- 3) Align Right: Aligns the content to the right of the cell. It is the default number alignment.



Ques-4- What is difference between copying and moving cell contents?

Ans- Copying data means to duplicate the content that can be text, numbers or even formula.

Moving data refers to shifting the position of content to another location.

Ques-5- Describe the use of Auto Fill feature.

Ans- The Auto Fill features helps to quickly fill a range of cells with a series of data based on the predefined series, such as dates, months, weeks, days and so on.

