

**Pooja model school**  
**Session - 2025-2026**  
**Subject - computer**  
**Class - 6th**  
**July month**  
**Week -2**  
**Practice worksheet**

**Chapter - 3**

**Excel 2019 : Beautify your spreadsheet**

**Q.1 MCQ**

- A) Which of the following group is present on the home tab of Excel window?
- i. Font
  - ii. Number
  - iii. Both (i) and (ii)
- B) Which of the following buttons increase the row height to adjust the cell contents in multiple lines?
- i. Middle Alignment
  - ii. Wrap Text
  - iii. Center
- C) What is the purpose of the "Wrap Text" feature in Excel?
- i. To merge cells
  - ii. To center text
  - iii. To display long text within cell
- D) How can you wrap text in a cell in Excel 2019?
- i. By using the "Merge & Center" Button
  - ii. By right-clicking on the cell and selecting "Wrap Text"
  - iii. By going to the "Home" tab and clicking on the "Wrap Text" button
- E) What does the "Merge & Center" feature do in Excel?
- i. It wraps text in a cell
  - ii. It merges multiple cells into one and centers the text
  - iii. It bold text
- F) Can you merge cells that are not adjacent in Excel?
- i. Yes
  - ii. No
  - iii. Only in certain versions of Excel

G) What happens to the data in the cells when you merge them using "Merge & Center"?

- i. All data is preserved
- ii. Only the data in the top-left cell is preserved
- iii. All data is deleted

Q.2 fill in the blanks:-

1. The \_\_\_\_\_ feature in Excel allows you to display long text in multiple lines within a cell.
2. To wrap text in a cell, you can go to the \_\_\_\_\_ tab and click on the "Wrap Text" button.
3. The \_\_\_\_\_ & \_\_\_\_\_ feature in Excel merges multiple cells into one and centers the text.
4. When you merge cells using "Merge & Center", only the data in the \_\_\_\_\_ cell is preserved.
5. To merge cells, you can select the cells and click on the \_\_\_\_\_ & \_\_\_\_\_ button in the Home tab.