

Pooja model school
Session - 2025-2026
Subject - computer
Class - 6th
July month
Week -1
Practice worksheet

Chapter - 3

Excel 2019 : Beautify your spreadsheet

Q.1 MCQ's

1. Which tab contains the font formatting options in Excel?

- A) Home
- B) Insert
- C) Page Layout
- D) Review

2. What is the shortcut key to bold text in Excel?

- A) Ctrl + I
- B) Ctrl + B
- C) Ctrl + U
- D) Ctrl + S

3. Which of the following font styles is used to make text appear slanted?

- A) Bold
- B) Italic
- C) Underline
- D) Strikethrough

4. How do you change the font size of text in Excel?

- A) Home tab > Font group > Font Size
- B) Home tab > Alignment group > Font Size
- C) Insert tab > Font group > Font Size
- D) Review tab > Font group > Font Size

5. What is the purpose of the "Wrap Text" feature in Excel?

- A) To make text appear in bold
- B) To make text appear in italics
- C) To display long text within a cell
- D) To hide text in a cell

Q.2 - True / False

- 1. You can only change the font size in whole numbers in Excel.()
- 2. The "Wrap Text" feature in Excel allows you to display long text within a cell.()
- 3. You can apply multiple font styles (bold, italic, underline) to the same text in Excel.()
- 4. Changing the font color of a cell affects the entire worksheet.()

Q.3 - fill in the blanks

- 1. The font colour button is present in the _____ group.
- 2. _____ allows you to display all text within a cell.
- 3. Excel allows you to adjust both horizontal and _____ alignment.
- 4. You can change the font, font size and _____ of the cell contents in Excel.