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INFORMATION TECHNOLOGY FOR CLASS 9

(Study material Based on N.C.E.R.T HANDBOOK)

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Conditional Formatting

Conditional formatting allows you to change the formatting (font colour, border, shading) of the cells based on the values in it. Yes, you can do that manually, but it can be a tiresome task if you have a huge amount of data. So, you specify a condition for the values in the cell, and if the condition is satisfied then automatically the formatting of the cell changes. This feature would be very useful if you were working on a profit and loss spread sheet, or a temperature variance spread sheet, or a mark sheet. You could highlight cells that have values are greater than a defined rule with one colour and those less than another with a different colour.

You can control the following formats:

- Number format
- Font, font style, and font colour (but not font size)
- Fill colour and fill pattern
- Border colour and border style (but not border thickness)

Set Page Layout

If you have a worksheet that contains a huge amount of data with many charts and you want a professional looking printout, what would you do? Spread sheet software provides various page layout options for organizing pages using the Page Layout option. In this exercise, you will learn how to set the page layout options in the spread sheet application. Open a new spread sheet.

To set the page layout options, do the following:

Click on *Page Layout* option under *Workbook Views* group on *View* tab. The spread sheet will be displayed as shown below. You can set the

- ❖ Margins
- ❖ Orientation
- ❖ Page headers and footers
- ❖ Hide or display grid lines
- ❖ Size of the page
- ❖ Define the print area

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