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INFORMATION TECHNOLOGY FOR CLASS 9

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

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Electronic spread sheet

Formatting Cells

The most formatting options are found on the Home Tab. All the options can be found in the Format

Cells window. This contains several tabs to help us format the contents of our spreadsheet. This window can be opened by using the More Options button at the end of the Format, Alignment and Number groups. You can also use the Keyboard Shortcut – Ctrl-1 or choose Format Cells... from the right-click

shortcut menu.

Font

1. Font – Sets the font of the selected cell(s). Fonts are different ways to show the same letters.
2. Font Size – Sets the size of the letters (the font). Larger numbers give larger fonts.
3. Increase Font – Increases the font size
4. Decrease Font – Decreases the font size
5. Bold – Makes the selected cell(s) Bold
6. Italic – Makes the selected cell(s) Italicized
7. Underline – Makes the selected cell(s) Underlined. The drop down has a double underline.
8. Borders – Adds and removes borders for the selected cell(s). The drop down has More Borders...
9. Fill Color – Changes the background color of the selected cell(s).
10. Font Color – Changes the color of the font of the selected cell(s).
11. More Options – This button will open the Format Cells dialog window.

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