AL-REEYADA INTERNATIONAL SCHOOL

MAHASEN ARAMCO. AL-AHSA. KINGDOM OF SAUDI ARABIA

COMPUTER

ACTIVITY
FORMATTING DATA IN EXCEL

Name:
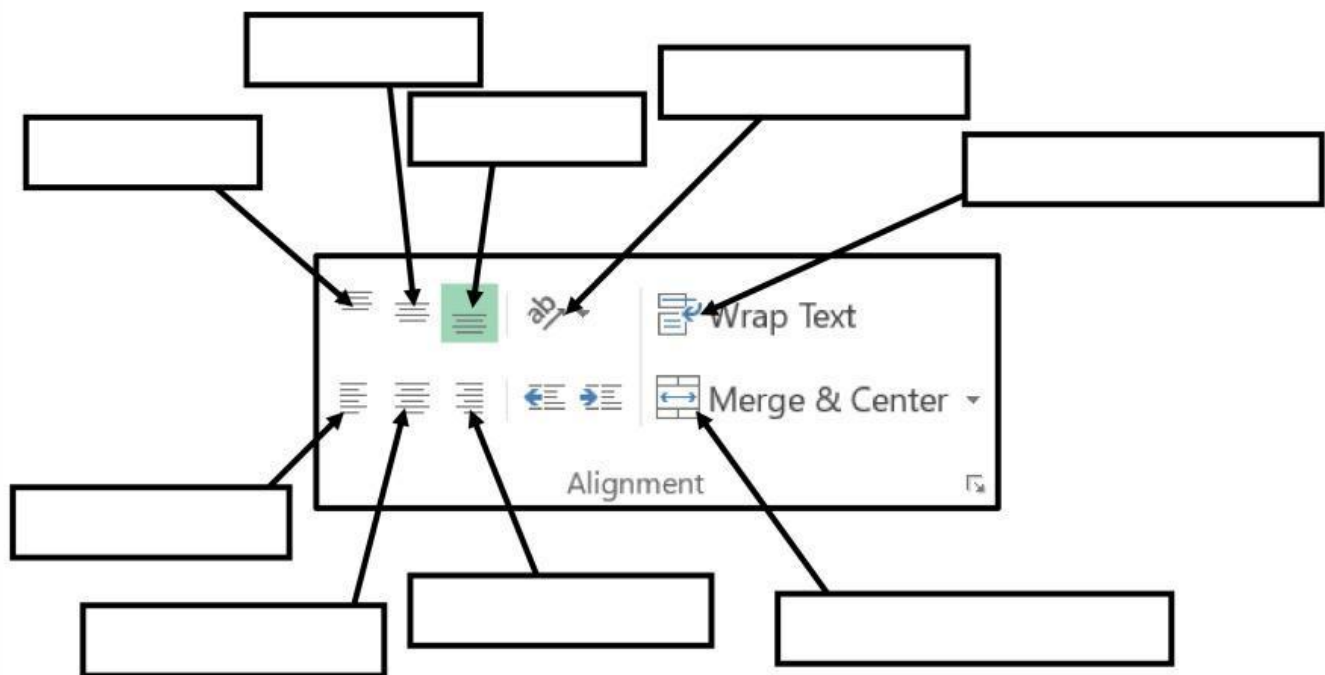
Roll No.: | **Grade:**

I: IDENTIFY THE FORMATTING COMMANDS ON THE HOME TAB IN THE FONT GROUP.

Calibri   11   A   A

B   I   U   Font   A

Font
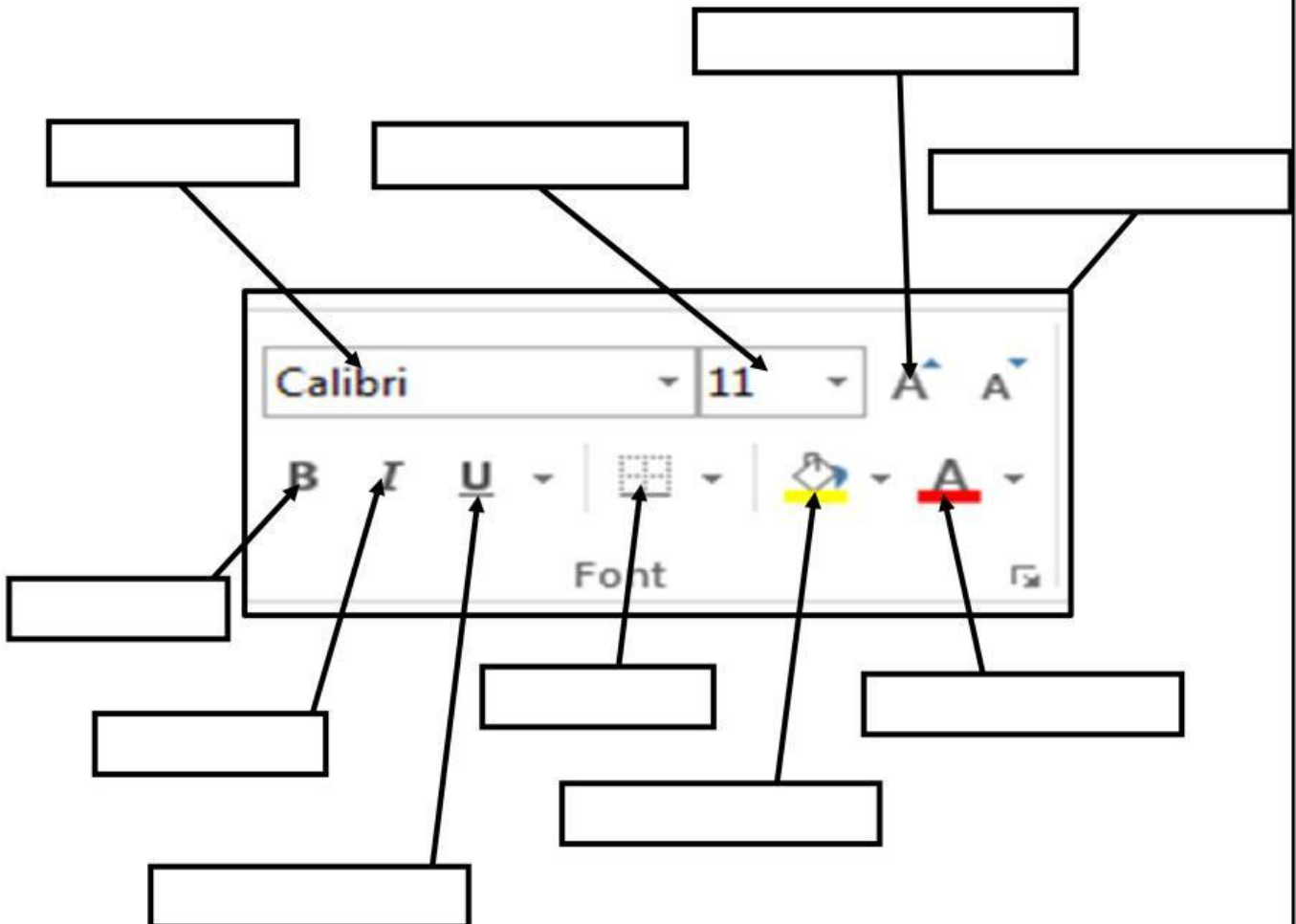
II: IDENTIFY THE VARIOUS COMMANDS IN THE ALIGNMENT GROUP OF THE HOME TAB.

[ ] [ ] [ ] [ ] [ ] [ ]

Wrap Text

Merge & Center

Alignment

[ ] [ ] [ ]

II: IDENTIFY THE VARIOUS COMMANDS IN THE NUMBER GROUP OF THE HOME TAB.

[ ]

General

$ % , .00/.00

Number

[ ] [ ] [ ]

LIVEWORKSHEETS