G.C.E. O/L Grade 10 ICT · Lesson 7

7.5 Formatting a Worksheet: Fonts, Alignment and Number Formats

Formatting changes how data **looks**, not the value stored in the cell. A well-formatted sheet is easier to read: bold headings, aligned columns, correct **decimal places**, **currency (Rs.)** and **percentage** formats, **borders** and **fill colour**. In this note you will format a mark sheet and a shop bill in Excel, Calc and Google Sheets.

1. Font formatting

- **Font** (typeface) and **font size**, e.g. Calibri 11 → Arial 14 for the title.
- **Bold (Ctrl+B)**, *Italic* **(Ctrl+I)**, Underline (Ctrl+U), font colour.
- Excel/Calc: Home → Font group (Calc: Formatting toolbar or Format → Cells → Font). Sheets: toolbar B, I, font list.

2. Alignment

Alignment	Use
Left	Default for text (labels)
Centre	Headings and short codes
Right	Default for numbers; keeps decimal points in line
Justify	Long text wrapped in a cell, both edges straight
Merge & Centre	Joins A1:E1 into one cell and centres the title
Wrap Text	Shows long text on several lines in one cell

3. Decimal places

Increase Decimal (.00→.000) and **Decrease Decimal** buttons change how many decimals are **shown**. The stored value does not change. Average Sinhala mark = 72.4:

Decimal places	0	1	2	3
Shown as	72	72.4	72.40	72.400
Maths average 69.75	70	69.8	69.75	69.750

> 💡 Rounding: 5 or more rounds up. 69.75 with 1 decimal → 69.8; with 0 decimals → 70. Calculations still use the full value 69.75.

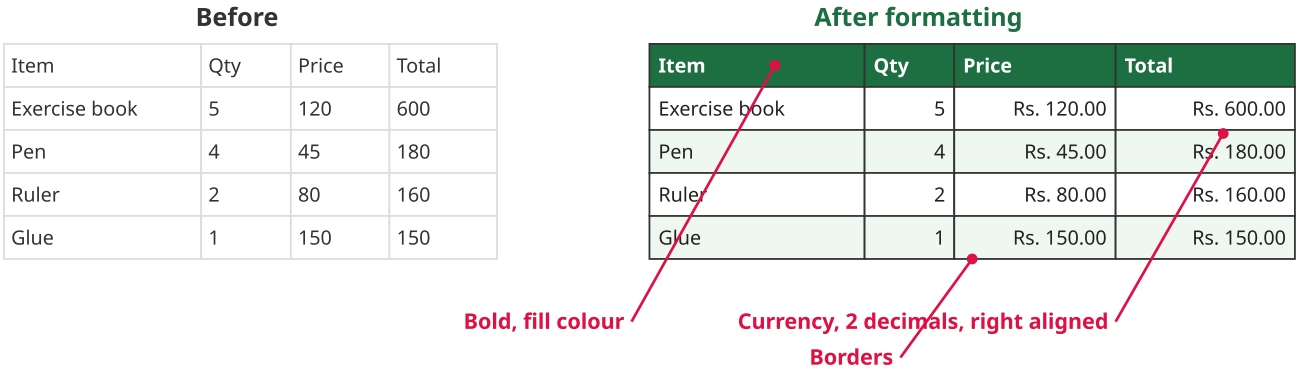
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4. Number, currency and percentage formats

Format	Stored value	Shown as
General	1090	1090
Number (2 dp)	1090	1090.00
Currency Rs. (LKR)	1090	Rs. 1,090.00
Percentage	0.05	5%
Percentage (1 dp)	0.125	12.5%

Excel: Home → Number group → Currency/Percentage (choose **Rs. Sinhala (Sri Lanka)** under More Number Formats). Calc: Format → Cells → Numbers → Currency **LKR**. Sheets: Format → Number → Custom currency → **Rs.**

5. Borders and fill colour



The shop bill before and after formatting: bold white heading on green fill, borders, currency with 2 decimals, numbers right-aligned.

- **Borders**: Home → Borders (All Borders, Thick Outside Border). Calc: Borders button. Sheets: Borders icon.
- **Fill colour** (paint bucket) shades the cell background.
- Change **column width** by dragging or double-clicking the heading border to fix ####.
- **Format Painter** copies formatting from one cell to others.

Key Words

Formatting – Changing how data looks without changing the value.

Font size – Size of the characters in points.

Bold – Thick characters (Ctrl+B).

Italic – Slanted characters (Ctrl+I).

Alignment – Position of data in a cell: left, centre, right, justify.

Merge & Centre – Joins cells into one and centres the content.

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Increase Decimal – Shows one more decimal place.	**Decrease Decimal** – Shows one fewer decimal place (rounds).
Currency format – Shows a currency symbol such as Rs. and 2 decimals.	**Percentage format** – Multiplies by 100 and shows %, e.g. 0.05 → 5%.
Borders – Lines drawn around cells.	**Fill colour** – Background colour of a cell.

Sample Q&A

1. Does formatting change the value in a cell?

> **Answer:** No. It changes only how the value is displayed.

2. Name the four basic alignments.

> **Answer:** Left, centre, right and justify.

3. How is 72.4 shown with 0 and 2 decimal places?

> **Answer:** 72 and 72.40.

4. How is 0.05 shown in percentage format?

> **Answer:** 5%.

5. What does Merge & Centre do?

> **Answer:** Joins selected cells into one and centres the text, e.g. a title across A1:E1.

6. How do you show 1090 as Rs. currency?

> **Answer:** Select it → Currency format with Rs./LKR → Rs. 1,090.00.

MCQ

1. Which shortcut makes text bold?

A. Ctrl+I
B. Ctrl+U
C. Ctrl+D
D. Ctrl+B

2. By default numbers are aligned to the…

A. Left
B. Centre
C. Right
D. Top only

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3. Joining A1:E1 and centring a title uses…

A. Merge & Centre
B. AutoSum
C. Freeze Panes
D. Wrap Text

4. 72.4 shown with 0 decimal places is…

A. 72.4
B. 72
C. 72.40
D. 73

5. 69.75 shown with 1 decimal place is…

A. 69.8
B. 70
C. 69.75
D. 69.7

6. 72.4 shown with 2 decimal places is…

A. 72.4
B. 72
C. 72.40
D. 72.04

7. 0.05 in percentage format shows…

A. 50%
B. 0.05%
C. 5%
D. 0.5%

8. 0.125 in percentage format with 1 decimal shows…

A. 12.5
B. 1.3%
C. 125%
D. 12.5%

9. 1090 in Rs. currency format with 2 decimals shows…

A. Rs. 109,000
B. Rs. 10.90
C. Rs. 1,090.00
D. 1090%

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10. Decrease Decimal changes…

A. Only how the number is shown
B. The formula
C. The column letter
D. The stored value

11. Long text on several lines in one cell needs…

A. Bold
B. Wrap Text
C. Merge & Centre
D. Borders

12. Which alignment makes both edges of wrapped text straight?

A. Right
B. Justify
C. Left
D. Centre

13. The paint bucket button applies…

A. Fill colour
B. Borders
C. Font colour
D. Italic

14. To copy formatting from one cell to others use…

A. AutoFill
B. Paste Values
C. Sort
D. Format Painter

15. In LibreOffice Calc the Sri Lankan currency code is…

A. SLR
B. LKR
C. INR
D. USD

Structured Questions

1. List four font formats and four alignments. *(4 marks)*

> Fonts: font type, size, bold, italic, underline, colour. Alignments: left, centre, right, justify.

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2. A cell holds 69.75. Write what is shown with 0, 1, 2 and 3 decimal places. *(4 marks)*

> 70; 69.8; 69.75; 69.750.

3. Describe the formatting applied to the shop bill shown. *(4 marks)*

> Bold heading with fill colour; borders around all cells; prices in currency Rs. with 2 decimals; numbers right-aligned.

Before

Item	Qty	Price	Total
Exercise book	5	120	600
Pen	4	45	180
Ruler	2	80	160
Glue	1	150	150

After formatting

Item	Qty	Price	Total
Exercise book	5	Rs. 120.00	Rs. 600.00
Pen	4	Rs. 45.00	Rs. 180.00
Ruler	2	Rs. 80.00	Rs. 160.00
Glue	1	Rs. 150.00	Rs. 150.00



Model answer.

4. Explain why a cell shows #### and how to fix it. *(2 marks)*

> The column is too narrow for the number/date; widen the column (drag or double-click the column border).

5. Give the display of 0.05 in percentage format and 1090 in Rs. currency format. Does formatting change the value used in =1090*0.05? *(3 marks)*

> 5%; Rs. 1,090.00. No – the result is still 54.5.

Summary

- Formatting changes appearance, not the stored value.
- Font, size, bold (Ctrl+B), italic (Ctrl+I), underline, colour.
- Alignment: left, centre, right, justify; Merge & Centre; Wrap Text.
- Text left and numbers right by default.
- Increase/Decrease Decimal changes decimals shown; 5 or more rounds up.
- Currency Rs./LKR and percentage (× 100, %).
- Borders and fill colour make tables clear.
- Widen a column to fix ####; Format Painter copies formats.

MCQ answer key – 7.5

1. **D** – B = bold.
2. **C** – Numbers right.
3. **A** – Merge & Centre.

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4. **B** – Rounds down (.4).
5. **A** – .75 → .8.
6. **C** – Adds a 0.
7. **C** – × 100.
8. **D** – × 100.
9. **C** – Rs. and 2 decimals.
10. **A** – Display only.
11. **B** – Wrap Text.
12. **B** – Justify.
13. **A** – Background colour.
14. **D** – Brush icon.
15. **B** – Sri Lankan rupee.

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