

Formatting the Table - color, font style, font size, border, alignment

Unit: Data Analysis and Representation (Google Sheets) - Student Practice Worksheet

Overview: Anaya's Diwali stall table was finished. Every number in it was correct. Ms. Rao looked at it for ten seconds and asked one question: "Which row is the heading?" Nobody in the lab could tell.

Practice Questions (30 Total)

Section A - Easy

Q1. Which toolbar button changes the background colour of a cell?



paint bucket = fill

- ☐ A. The paint bucket
- ☐ B. The borders button
- ☐ C. The font size box
- ☐ D. The alignment buttons

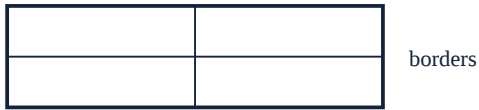
Q2. Anaya makes the number 12 bold and bright red. What is in the cell now?

- ☐ A. A word, not a number
- ☐ B. An error message
- ☐ C. Still the number 12
- ☐ D. The number 21

Q3. Which of these is a horizontal alignment choice?

- ☐ A. Paint bucket
- ☐ B. Right
- ☐ C. Italic
- ☐ D. Border

Q4. What is the job of the borders button on the toolbar?



- ☐ A. Changes a cell's fill colour
- ☐ B. Draws a line around or between cells
- ☐ C. Changes the font size
- ☐ D. Lines text up left, centre or right

Q5. The letter A with a colour bar underneath it changes what, exactly?

- ☐ A. The cell's background colour
- ☐ B. The font style, like bold or italic
- ☐ C. The colour of the text itself
- ☐ D. The size of the text

Q6. Anaya wants to underline a word without making it bold or italic. Which button should she click?

- ☐ A. B
- ☐ B. I
- ☐ C. The paint bucket
- ☐ D. U

Q7. Which toolbar box lets Anaya make her text bigger or smaller?

11 24 font size box

- ☐ A. The font size box
- ☐ B. The fill colour bucket
- ☐ C. The borders button
- ☐ D. The alignment buttons

Q8. Instead of the toolbar, Anaya opens the Format menu. Which two submenus do the same jobs as the toolbar buttons?

- ☐ A. Insert and Data
- ☐ B. Text and Alignment

- ☐ C. File and Edit
- ☐ D. View and Help

Q9. By default, when Anaya types the word "Ladoo" into a cell, which side does it line up against?

- ☐ A. Right
- ☐ B. Centre
- ☐ C. Bottom
- ☐ D. Left

Q10. What is the top row of a table, the one that names each column, called?

- ☐ A. The border row
- ☐ B. The footer row
- ☐ C. The fill row
- ☐ D. The header row

Section B - Medium

Q11. Which pair of changes best makes row 1 look like a heading?

Sweet Boxes Price
Ladoo 12 80

- ☐ A. A bigger font for every row
- ☐ B. Red text in every single cell
- ☐ C. Six different fill colours
- ☐ D. Bold text and one fill colour

Q12. Kabir sets every cell in the table to font size 26 and red. What goes wrong?

- ☐ A. All the values get bigger
- ☐ B. Text spills out and nothing stands out
- ☐ C. The header row is deleted
- ☐ D. The columns sort themselves

Q13. Anaya's first attempt made every cell size 24, bold and red, and Ms. Rao still could not read it easily even though every number was correct. Why did that formatting fail?

- ☐ A. Because everything was formatted the same way, so nothing stood out

- ☐ B. Because red is a bad colour choice
- ☐ C. Because the data had errors
- ☐ D. Because Google Sheets does not support large fonts

Q14. The prices in column C sit against the left edge, far from column B. Which alignment lines the digits up under each other?

80	right-align numbers
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- ☐ A. Top alignment
- ☐ B. Left alignment
- ☐ C. Right alignment
- ☐ D. No alignment can do this

Q15. Ms. Rao tells Anaya, "Fix the look, not the numbers." What is she reminding her of?

- ☐ A. That she should delete the wrong data
- ☐ B. That colours must match the school uniform
- ☐ C. That formatting must never change what a cell actually contains
- ☐ D. That every cell needs a border

Q16. The Boxes and Price numbers sit against the left edge, so the digits don't line up under each other. Which single change fixes exactly that problem?

- ☐ A. Make the numbers bold
- ☐ B. Right-align the numbers
- ☐ C. Give every cell a border
- ☐ D. Increase the font size

Q17. This table has no header formatting at all — every row uses the same font, size and colour. What problem does that cause for a reader?

no header tell

- ☐ A. They cannot tell which row is the header row
- ☐ B. The Price numbers will be recalculated

- ☐ C. The borders will vanish on their own
- ☐ D. The sheet will stop accepting new data

Q18. Pixel calls Anaya's all-red, size-24 sheet "shouting". What does Pixel mean by that word here?

- ☐ A. Every part of the sheet is demanding attention at once, so nothing is easy to find
- ☐ B. The sheet is literally making a loud noise
- ☐ C. The font size is too big to fit on the screen
- ☐ D. The colours break Google Sheets' rules

Q19. Suppose Kabir also fills every data cell bright orange after Anaya finishes her table. What would most likely happen to how easy the table is to read?

- ☐ A. It would improve, because more colour is always clearer
- ☐ B. The header stops standing out, since the data now shares a similarly bright colour
- ☐ C. The numbers would change value
- ☐ D. The borders would be deleted

Q20. Which combination of formatting did Anaya actually keep in her FINAL version of the table?

- ☐ A. Font size 24, all red, all bold
- ☐ B. No borders, no alignment, plain text
- ☐ C. Six fill colours across every column
- ☐ D. Bold blue header, size-11 black data, thin borders, right-aligned numbers

Section C - Challenge

Q21. Anaya fills the header pale yellow and sets its text white, then Pixel prints the sheet in black and white. What happens to the header text on the printed page?



- ☐ A. It turns bold automatically to compensate for the missing colour
- ☐ B. It gets bigger so it stays readable on paper
- ☐ C. Nothing changes, because printing never affects formatting
- ☐ D. It almost disappears, because pale yellow turns light grey and white text has no contrast against it

Q22. Anaya says, "My table is well formatted because it uses six colours." Is she right?

- ☐ **A.** Yes — more colours always means better formatting
- ☐ **B.** No — with six colours everything competes for attention and nothing, including the header, stands out
- ☐ **C.** Yes — because six colours match the six columns in the table
- ☐ **D.** No — because six colours are against Google Sheets' rules

Q23. Ms. Rao says a header needs to look different from the data, not decorated. Which of these headers follows her rule using the LEAST formatting?

- ☐ **A.** A header in six different fill colours, with no bold text
- ☐ **B.** A header written in capital letters but in the exact same font, size and colour as the data
- ☐ **C.** A header that is simply bold, with one fill colour, and nothing else changed
- ☐ **D.** A header where every single letter is a different colour

Q24. A parent must find the price of Barfi in five seconds. Table X has a bold grey header, right-aligned numbers and thin borders. Table Y has every cell bold at size 22, five fill colours and no borders. Which table lets the parent do this fastest, and why?

Barfi price
find it in 5s

- ☐ **A.** Table X — its bold header and right-aligned numbers guide the eye straight to the Price column
- ☐ **B.** Table Y — more colour makes numbers easier to spot
- ☐ **C.** Both are equally fast, since the underlying numbers are identical
- ☐ **D.** Table Y — bigger text is always easier to read quickly

Q25. Anaya's cousin copies her style but right-aligns the Sweet name column instead of the Boxes and Price columns, leaving the numbers left-aligned. What is the problem with this choice?

- ☐ **A.** Right-aligning names does not help compare digits — it's the number columns that need lining up
- ☐ **B.** Right-aligning names causes an error message in Google Sheets
- ☐ **C.** Right-aligning names always breaks the borders around a table
- ☐ **D.** Nothing is wrong, because alignment is purely decorative and has no purpose

Q26. Ms. Rao's sweet-stall table will be used by parents deciding how many boxes to pre-order next year. Why does good formatting matter here, beyond just looking nice?

- ☐ A. It makes the file smaller so it opens faster
- ☐ B. It changes the totals to more accurate numbers
- ☐ C. It stops the formulas in the sheet from breaking
- ☐ D. It helps a busy parent read the real numbers correctly and quickly, without changing what those numbers say

Q27. Kabir gives every row of the same table a different border style — thick, thin, dashed, double. Is this good formatting practice, and why?



- ☐ A. Yes, because more border styles always look more organised
- ☐ B. Yes, because different rows always need different border weights
- ☐ C. No, because changing borders row by row for no reason adds visual noise without helping the eye find anything faster
- ☐ D. No, because Google Sheets does not allow more than one border style per sheet

Q28. Two children format a header two different ways. Child A makes it bold with one fill colour. Child B only makes it font size 16, with no bold and no fill, otherwise identical to the data below it. Which is the stronger signal that row 1 is a heading, and why?

- ☐ A. Child B's, because bigger text always means more important
- ☐ B. Child A's, because bold plus a fill colour gives two clear differences, while a size change alone can look like an accident
- ☐ C. They are equally strong signals, since both children changed something
- ☐ D. Neither is a real signal, because headers must be typed in a separate box

Q29. Anaya considers changing the Price column to a decorative cursive font to make it "look fancy". Is this a good idea for a table meant to be read quickly?

- ☐ A. No — a decorative font makes numbers slower to read at a glance, which fights the whole point of formatting for speed
- ☐ B. Yes — cursive fonts are always easier to read
- ☐ C. Yes — because changing the font also changes the actual value stored in the cell
- ☐ D. No — because Google Sheets deletes any cursive font automatically

Q30. Based on the cheat card's DO and DON'T advice, which single sentence best sums up good table formatting?

- ☐ A. Use every toolbar button on every cell so nothing is left plain

- ☐ **B.** Formatting should be decided by whichever colours the sheet's owner likes best
- ☐ **C.** The more effects a table uses, the more professional it looks
- ☐ **D.** Make the header different on purpose, then add just enough borders and alignment to help the eye — nothing more

Answer Key

Q1: (A) (a) The paint bucket. The tempting wrong answer is (b), the borders button — that draws lines around a cell, it does not fill it in.

Q2: (C) (c) Still the number 12. Option (a) is the tempting one, because red bold text looks like a label — but formatting only changes the look, never the value.

Q3: (B) (b) Right. Italic in (c) is tempting because it is also on the toolbar, but italic is a font style; alignment is left, centre or right.

Q4: (B) (b) It draws a line around or between cells. Option (a) is the mix-up to avoid — colouring a cell's background is the paint bucket's job, not the borders button's.

Q5: (C) (c) The colour of the text itself. Option (a) is the easy confusion — colouring the background is the paint bucket's job, not this button's.

Q6: (D) (d) U, for underline. Option (a), B, is the tempting slip because B, I and U sit right next to each other on the toolbar — but B makes text bold, not underlined.

Q7: (A) (a) The font size box. Option (b), the fill colour bucket, is tempting because it also sits near it on the toolbar — but fill colour changes background, not size.

Q8: (B) (b) Text and Alignment. Option (a), Insert and Data, is the tempting guess because those are also real menus in Sheets — but they add rows and columns, they do not format text.

Q9: (D) (d) Left — Google Sheets lines up typed words against the left edge by default. Option (a), Right, is the trap because that is the default for numbers, not words.

Q10: (D) (d) The header row. Option (a), the border row, sounds plausible because borders are drawn around it too — but "border" describes a line, not a row's job of naming columns.

Q11: (D) (d) Bold text and one fill colour. Options (a) and (b) change every row equally, so row 1 still looks the same as the data — a heading only works when it is different from the rest.

Q12: (B) (b) Text spills out of the columns and nothing stands out any more. Option (a) is the classic mix-up: size 26 makes the digits look bigger, but 12 is still worth 12.

Q13: (A) (a) Because everything was formatted the same way, so nothing stood out — including the header, which is the one thing that needed to look different. Option (c) is the trap: the data itself was never wrong, only its look was.

Q14: (C) (c) Right alignment, so 40, 50 and 35 stack digit under digit. Centre would move them too, but only right alignment lines the units column up, which is what makes them easy to compare.

Q15: (C) (c) That formatting must never change what a cell actually contains — only how it looks. Option (a) is the trap, because it assumes something was wrong with the data, when the whole point of the story is that it wasn't.

Q16: (B) (b) Right-align the numbers, so the last digit of each one sits in the same spot. Option (c), borders, is tempting because it is also a table fix — but a border separates cells, it does not line digits up.

Q17: (A) (a) They cannot tell which row is the header — nothing marks row 1 as different from the data below it. Option (b) is the wrong kind of worry: formatting problems never change or recalculate a single value.

Q18: (A) (a) Every part of the sheet is demanding attention at once, so nothing is easy to find — the visual version of everyone talking loudly at the same time. Option (c) reads the word too literally; the real problem is that nothing stands out from anything else.

Q19: (B) (b) The header stops standing out, because the data cells would now compete with it using a similarly bright colour. Option (a) is the tempting but wrong instinct — more colour does not automatically mean clearer, as the story's size-24 red version already proved.

Q20: (D) (d) Bold blue header, size-11 black data, thin borders, and right-aligned numbers — the calm version she settled on after undoing her first attempt. Option (a) describes the loud version she tried and then reversed with undo.

Q21: (D) (d) It almost disappears — pale yellow turns very light grey in greyscale, and white text still has almost no contrast against that. Option (c) is the comforting wrong answer: printing in black and white removes colour information, so it absolutely can affect a design that depended on colour for contrast.

Q22: (B) (b) No — with six colours everything competes for attention, so nothing stands out, including the header row, which is the one thing that should. Option (d) rejects her for the wrong reason: Google Sheets has no rule against six colours, the problem is purely about what actually helps a reader.

Q23: (C) (c) A header that is simply bold with one fill colour — two clear differences, nothing extra. Option (b) is the sneaky one: capital letters alone are a real difference, but without any bold or colour change it is easy to miss at a glance, unlike a properly formatted header.

Q24: (A) (a) Table X — its bold header names the Price column at a glance, and the right-aligned numbers let the eye run straight down to Barfi's row. Option (c) misses the actual question: the data is indeed identical in both, but the question asks which table is faster to read, not whether the values match.

Q25: (A) (a) Right-aligning the names does nothing useful, because names aren't compared digit by digit — it is the number columns that need lining up so totals can be scanned quickly. Option (d) goes too far the other way: alignment is not purely decorative, it has the real job of making columns easy to compare.

Q26: (D) (d) It helps a busy reader find and read the real numbers correctly and quickly — formatting is about communication, not decoration. Option (b) repeats a common mix-up from this topic: formatting can never make a number more accurate, because it never touches the value at all.

Q27: (C) (c) No — changing borders row by row for no real reason adds visual noise without helping the eye find anything faster, which breaks the one job formatting is supposed to do. Option (d) is factually wrong besides: Google Sheets happily allows different border styles, the problem is a design choice, not a program limit.

Q28: (B) (b) Child A's — bold plus a fill colour gives two clear, deliberate differences, while a size change alone can look like a stray click rather than a design choice. Option (a) trusts size too much on its own — the story's own size-24 experiment showed that a size change without anything else just looks louder, not clearer.

Q29: (A) (a) No — a decorative font makes numbers slower to read at a glance, which fights the entire point of formatting: helping the eye find things fast. Option (c) repeats the topic's core

mix-up in reverse: changing a font is a look change, and a look change never touches the value stored in a cell.

Q30: (D) (d) Make the header different on purpose, then add just enough borders and alignment to help the eye — nothing more. Option (c) is exactly the trap the DON'T card warns about: more effects do not equal more professional, they equal harder to read, as Anaya's size-24 red version proved.

You've got this! Keep learning and shining! - Ruchi Math Coaching