

**Course  
&  
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

...many more

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**Self-Made Assignment - MS EXCEL**

**Setting Themes and Effects in a Worksheet in MS Excel**

Dataset:

	A	B	C	D	E
1	<b>Employee ID</b>	<b>Name</b>	<b>Department</b>	<b>Salary (₹)</b>	<b>Performance Rating</b>
2	E101	Aarav Sharma	IT	75,000	Excellent
3	E102	Priya Verma	HR	55,000	Good
4	E103	Rohan Mehta	Finance	65,000	Very Good
5	E104	Sneha Kapoor	Marketing	58,000	Average
6	E105	Vikram Singh	Operations	62,000	Good
7	E106	Ananya Nair	IT	78,000	Excellent
8	E107	Devang Patel	Finance	68,000	Very Good
9	E108	Neha Joshi	HR	60,000	Good
10	E109	Rahul Desai	Operations	63,500	Excellent
11	E110	Isha Malhotra	Marketing	57,000	Average

Tasks:

**Apply a Theme to the Worksheet**

- Go to the **Page Layout Tab** → Click on **Themes** → Select any theme of your choice. (example: Ion)

**Modify Theme Fonts**

- In the **Page Layout Tab**, click on **Fonts** and select a different font style. (example: Arial)

**Apply Table Styles**

- Select the **Employee Data Table** and convert it into a **formatted table**:
- Click on the dataset → **Go to the Home Tab** → Click on **Format as Table** → Choose a style. (example: Table style medium 3)
- Apply **bold formatting** to the headers and increase the font size to **12** or **14**.

**Format cells**

- Select the **header row** and apply a **fill effect**:
- **Go to the Fill Color** option → select a color (example: light blue).
- Change font color to White.

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### Setting Themes and Effects in a Worksheet in MS Excel

#### Resultant Dataset:

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