



**DR. VIRENDRA SWARUP PUBLIC SCHOOL, KALYANPUR**  
**SESSION – 2021-22**  
**Class VI**  
**Computer Worksheet**

**Fill in the blanks:**

- a. \_\_\_\_\_ feature improves the appearance of data.
- b. The Excel window that appears on the screen is called a \_\_\_\_\_.
- c. The First electronic spreadsheet was \_\_\_\_\_.
- d. A \_\_\_\_\_ is an intersection of a column and a row in a worksheet.
- e. A range is a group of \_\_\_\_\_ cells, which form the shape of a rectangle.
- f. \_\_\_\_\_ is located just above the column heading on the left side of the window.
- g. The \_\_\_\_\_ is located to the right of the Name box and shows the data and formulas that you enter in an active cell.
- h. To insert a new worksheet, press \_\_\_\_\_.
- i. You can save your file using \_\_\_\_\_ combination.
- j. MS Excel is an application software used to perform \_\_\_\_\_ calculations.
- k. To select the entire worksheet, you can press \_\_\_\_\_ key.
- l. If you want to select adjacent rows/columns, you need to use \_\_\_\_\_ key.
- m. A range is a group of \_\_\_\_\_ cells which form the shape of a rectangle.
- n. You can press \_\_\_\_\_ key to change the cell contents.
- o. \_\_\_\_\_ key combination is used to apply outline border around the selected cell or a range of cells.
- p. The \_\_\_\_\_ command is used to quickly reverse the last action(s).
- q. You can use \_\_\_\_\_ for undo and \_\_\_\_\_ for redo actions.
- r. You can minimize the worksheet by pressing \_\_\_\_\_ key combination.

## **State True or false:**

- a. By default, you cannot edit the cell contents.
- b. Autofill is the easiest method to fill data in the cells automatically.
- c. Copying data refers to duplicating data.
- d. Some actions cannot be undone, such as clicking any command on the File tab menu.
- e. When Overtyping mode is turned on, the cursor changes to a thick blinking bar.
- f. If you cannot undo an action, the undo button changes into Can't Undo.
- g. You can use Ctrl key if you want to select non adjacent rows/columns.
- h. An Excel file will be saved with an extension .PPTX.
- i. You can press Ctrl + F10 to maximize the worksheet.
- j. Data cannot be entered in an active cell.
- k. By default, an Excel workbook displays 3 worksheets at the bottom.
- l. A cell can contain up to 32767 characters.
- m. The merge & centre button on the home tab lets you place the contents in the centre of cells across a number of columns/rows.
- n. A range is a group of non-contiguous cells.
- o. Text data can contain alphabets, numbers, spaces and special characters.
- p. You can use Ctrl + G or F5 function key to reach a specific cell.
- q. An Excel file will be saved with an extension .PPTX.
- r. The Status bar is located at the top of the Excel window.

## **Multiple Choice Questions:**

1. To select the entire worksheet, press the \_\_\_\_\_ key combination.

a. Ctrl + A

b. Ctrl + S

c. Ctrl + D

d. Ctrl + F

2. When you finish editing with a cell, Excel returns to \_\_\_\_\_ mode.

- a. Edit                      b. Finish                      c. Ready                      d. Rest

3. To enter the digits as text, you have to begin the entry with an \_\_\_\_\_ mark.

- a. Question                      b. Apostrophe                      c. Exclamation                      d. Asterisk

4. In a worksheet, there are \_\_\_\_\_ rows.

- a. 16384                      b. 104850                      c. 1048576                      d. 1048756

5. By default, the text data is \_\_\_\_\_ aligned in a cell..

- a. Left                      b. Right                      c. Center                      d. Top

6. A Formula starts with a/an \_\_\_\_\_ sign.

- a. Minus (-)                      b. Plus (+)                      c. Equal to (=)                      d. Asterisk (\*)