ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

Second Term Examination – 2019

CLASS – 6(Model Question & Answers)

Subject: COMPUTER   F.M:70

Time Allotted: 2 hrs   Date: 14/08/2019

Group – A [20]

1. Fill in the blanks with the correct words: [5]
   a) The maximum number of characters which can fit in a cell is ……**255**….
   b) The ..**AutoFill**.. option lets you enter predefined series of data in a row or a column.
   c) …**Formatting**.. changes the appearance of a worksheet.
   d) To format text, we need to click on the …**Home/Font**… tab of the …**format cells**.. dialog box.

2. In which menu do you find the following? [5]
   a) Undo command → **Quick Access toolbar**
   b) Copy → **Home**
   c) Insert row → **Insert**
   d) Changing row height → **Cell size**
   e) Changing column width → **Cell size**

3. Who am I? Identify the following and write correct answers. [5]
   a) I am software used to make electronic worksheets on the computer. **MS-Excel**
   b) I am the small rectangle in which you enter data. **Cell**
   c) We are the keys that help to move the mouse pointer in Excel. **Enter or Tab**
   d) I am the extension of all the Excel files. **.xlsx**
   e) Any cell where an operation is to be performed is displayed on me. **Formula bar**

4. Choose the correct answer for each question: [5]
   i) The new row gets inserted _____ the selected cell:
      a) **above**   c) below
      b) left   d) right

   ii) The intersection of a row and column is called a _____.
      a) Worksheet   c) **cell**
      b) Formula bar   d) none of these

   iii) In Excel, Columns are labelled as _____.
      a) A, B, C, etc   c) 1, 2, 3 etc
      b) **A1, A2, etc**.   d) A1, A2, etc.

1

iv) It refers to the boundary of the highlighted cell or cells that are selected.
- a) **Cell pointer**
- b) Cell address
- c) cell reference
- d) none of these

v) The default width of a column is _____ :
- a) **64 pixels**
- b) 17 pixels
- c) 50 pixels
- d) 100 pixels

Group – B [20]

5. **Write short answer for the following questions : (ANY 10)** [2 × 10 = 20]

a) What do you mean by a cell pointer?
Ans : It refers to the boundary of the highlighted cell or cells that are selected.

b) How many types of data can be entered in Excel?
Ans : Three

c) What is the use of AutoFill option?
Ans : It lets us enter predefined series of data in a row or a column.

d) What are the two ways to change the row height?
Ans : Using Cells and Using Cells group

e) What are the benefits of formatting?
Ans : Formatting helps us to present our data in bold, italics, and even in different colours to make the worksheet more convenient, organized, attractive, and pleasant in appeal.

f) Define formula bar.
Ans: Any cell where an operation is to be performed is displayed on formula bar.

g) What are the two ways to format a text in a worksheet?
Ans: Using Font and Alignment groups and Using the Format Cells menu.

h) What is worksheet in MS Excel?
Ans: A Worksheet is the area in an Excel window where we enter data.

i) What is the use of Preview window in the Font tab?
Ans: A Preview window shows us how the font would look like.

j) Write the steps to open an Excel worksheet.
Ans: Refer to pg - 53

k) What is the use of Insert option icon?
Ans: An Insert option icon is displayed in a cell of the inserted row, which on clicking opens sub-menu containing different formatting options for the new row.

l) How to add borders to the selected cell?
Ans: Select the Home tab → Format cells dialog box → Border tab →Choose style → click OK

<u>Group – C</u> [30]

6. Write answers for the following questions in detail. (ANY 6) [5 × 6 = 30]

a) What are the two ways to change the width of a column? Write the steps for each method.

Ans : The two ways to change the width of a column:

- <u>By using cursor</u>: on clicking the right/left border of the column header and then dragging the cursor will help us changing the width.
- <u>By using cells group</u>: clicking on the Format option from the Home tab in Cells group, a drop-down menu appears which has the option for changing the Column width manually.

b) What is Excel? What is worksheet in MS Excel? How many worksheets does a workbook in MS Excel contain, by default?

Ans : MS Excel is a software used to create electronic worksheets.

A Worksheet is the area in an Excel window where we enter data.

There are three worksheets by default in a workbook.

c) Give any three advantages of using Excel worksheets.

Ans:

- Addition, subtraction and other basic calculations can be performed easily on large data.
- Data can be updated very easily.
- Visualize data with the help of charts, graphs, etc.

d) Explain all the types of data that can be entered in a worksheet with examples.

Ans: Refer to pg- 57 to 58

e) Write short notes on any three components of an Excel window.

Ans: Refer to pg - 54

f) Write the names of all the tabs present in Format Cells dialog box.

Ans: Number, Alignment, Font, Border, Fill and Protection

g) Write the names of 3 commands used to copy and move cell contents. What is the Number tab of Format cells dialog box used for?

Ans: Cut Copy and Paste commands are used to copy and move cell contents.

Number tab provides us option to select how we want to display numbers in terms of decimal places and use commas as separators according to place values. We can even choose the format in which we want negative numbers to be displayed.

h) How to insert rows or columns in Excel?

Ans: Select a cell → right click → select the option Insert →A dialog box opens → click the desired option and click OK.