



# ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD

**Class : 6****Subject : COMPUTER  
SCIENCE****Term : FIRST TERM****Max Marks : 60****Q 1 :** \_\_\_\_\_ display the name of current workbook.**Marks : 1**

1. File Tab
2. Title bar
3. Home Tab
4. Formula Bar

 ( This Answer is Correct )**Q 2 :** Consider the following statements and choose the correct option: I) We can add more worksheets to our workbook. II) By default, there are 4 worksheets in an Excel workbook.**Marks : 1**

1. Statement I is true and Statement II is false
2. Statement I is false and Statement II is true
3. Both Statements are false
4. Both statements are true

 ( This Answer is Correct )**Q 3 :** By default, quick access toolbar has the following commands:**Marks : 1**

1. Undo
2. Redo
3. Save
4. All of these

 ( This Answer is Correct )**Q 4 :** Which option is not active (in default state) in Clipboard group when a cell is selected?**Marks : 1**

1. Cut
2. Paste
3. Copy
4. None of these

 ( This Answer is Correct )**Q 5 :** \_\_\_\_\_ are descriptive pieces of information, such as names, months, or other identifying statistics, and they usually include alphabetic characters.**Marks : 1**

1. Text data
2. Numeric Data
3. Formulae

 ( This Answer is Correct )

4 . Date

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**Q 6 :** Formatting in MS Excel helps in :

**Marks :** 1

- 1 . Sorting data
- 2 . Filtering data
- 3 . Attractive look of spreadsheet**
- 4 . All of these

( This Answer is Correct )

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**Q 7 :** To select the whole column :

**Marks :** 1

- 1 . Select the cell of that column
- 2 . Click on all the row header
- 3 . Click on that column header**
- 4 . None of these

( This Answer is Correct )

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**Q 8 :** The intersection of a column and a row on a worksheet is called \_\_\_\_\_.

**Marks :** 1

- 1 . Column
- 2 . Value
- 3 . Address
- 4 . Cell**

( This Answer is Correct )

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**Q 9 :** Where one should click to enable drag option of a cell?

**Marks :** 1

- 1 . Bottom right corner**
- 2 . Top right corner
- 3 . Top left corner
- 4 . None of these

( This Answer is Correct )

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**Q 10 :** \_\_\_\_\_ displays the cell reference of active cell.

**Marks :** 1

- 1 . Address bar**
- 2 . Title bar
- 3 . Formula bar
- 4 . None of these

( This Answer is Correct )

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**Q 11 :** Key pressed from keyboard to delete the content of active cell:

**Marks :** 1

- 1 . Insert
- 2 . Tab

3 . Home

4 . Delete

( This Answer is Correct )

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**Q 12 :** Under which group do we find delete rows/columns option?

**Marks :** 1

1 . Font

2 . Styles

3 . Cells

4 . None of these

( This Answer is Correct )

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**Q 13 :** Which key should be pressed with arrow key to select range of cells?

**Marks :** 1

1 . Insert

2 . Shift

3 . Delete

4 . Enter

( This Answer is Correct )

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**Q 14 :** Which of the following is the first step to delete cell contents?

**Marks :** 1

1 . Press delete key

2 . Select the required cell/cells

3 . Drag a cursor

4 . All of these

( This Answer is Correct )

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**Q 15 :** To automatically fill a series of cells, the first step is:

**Marks :** 1

1 . Drag the cell

2 . Select row or column

3 . Enter the initial data

4 . All of these

( This Answer is Correct )

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**Q 16 :** Which among the following is correct?

**Marks :** 1

1 . Row D, Column 7

2 . Row 7, Column 7

3 . Row 7, Column D

4 . Row D, Column D

( This Answer is Correct )

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**Q 17 :** Which among the following is not an example of Numeric data?

**Marks :** 1

1 . First Name

2. Roll Number
3. Last Name
4. Both (1) and (3)

( This Answer is Correct )

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**Q 18 :** The \_\_\_\_\_ function restores any actions that have been previously undone using an undo. **Marks : 1**

1. Re -undo
2. Redo
3. Save
4. None of these

( This Answer is Correct )

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**Q 19 :** Which among the following erases the last change done to the document reverting it to an older state? **Marks : 1**

1. Undo
2. Redo
3. Save
4. None of these

( This Answer is Correct )

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**Q 20 :** \_\_\_\_\_ is a feature that fits the text contents within a cell. **Marks : 1**

1. Wrap text
2. Orientation
3. Merge and centre
4. None of these

( This Answer is Correct )

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**Q 21 :** Two or more cells can be merged into one using \_\_\_\_\_ option in Alignment group. **Marks : 1**

1. Wrap text
2. Orientation
3. Merge and centre
4. All of these

( This Answer is Correct )

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**Q 22 :** \_\_\_\_\_ are generally raw numbers or dates. **Marks : 1**

1. Text data
2. Numeric Data
3. Formulae
4. Date

( This Answer is Correct )

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**Q 23 :** Which of the following data type is not supported by MS Excel? **Marks : 1**

- 1 . Text data
- 2 . Numeric Data
- 3 . Picture Data**
- 4 . Date

( This Answer is Correct )

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**Q 24 :** To set background color of the selected cell(s), we click on \_\_\_\_\_ tab.

**Marks :** 1

- 1 . Border
- 2 . Number
- 3 . Fill**
- 4 . Font

( This Answer is Correct )

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**Q 25 :** Statistical calculations and preparation of tables and graphs can be done using:

**Marks :** 1

- 1 . MS PowerPoint
- 2 . MS Word
- 3 . MS Excel**
- 4 . MS Paint

( This Answer is Correct )

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**Q 26 :** MS Excel is developed by \_\_\_\_\_ Corporation.

**Marks :** 1

- 1 . Google
- 2 . Microsoft**
- 3 . Apple
- 4 . None of these

( This Answer is Correct )

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**Q 27 :** Where is the new column inserted?

**Marks :** 1

- 1 . Right of the selected column
- 2 . Left of the selected column**
- 3 . Either (1) or (2)
- 4 . None of these

( This Answer is Correct )

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**Q 28 :** Clipboard group is present in \_\_\_\_\_ tab.

**Marks :** 1

- 1 . Home**
- 2 . Insert
- 3 . Page Layout
- 4 . Formulas

( This Answer is Correct )

**Q 29 :** In which tab, can we find the option to increase row height?

**Marks :** 1

- 1 . Home
- 2 . Insert
- 3 . Page Layout
- 4 . Formulas

( This Answer is Correct )

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**Q 30 :** To change the font color of the selected cells, we click on \_\_\_\_\_ tab.

**Marks :** 1

- 1 . Home
- 2 . Insert
- 3 . Page Layout
- 4 . None of these

( This Answer is Correct )

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**Q 31 :** Which of the following tab has Insert Sheet Rows option?

**Marks :** 1

- 1 . Home
- 2 . Insert
- 3 . Page Layout
- 4 . Data

( This Answer is Correct )

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**Q 32 :** Excel has the ability to organize large amounts of data in :

**Marks :** 1

- 1 . Ordered manner
- 2 . Haphazard
- 3 . Both (1) and (2)
- 4 . Disorganized

( This Answer is Correct )

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**Q 33 :** By default, new workbooks created in Excel contain \_\_\_\_\_ worksheet.

**Marks :** 1

- 1 . Three
- 2 . Four
- 3 . Five
- 4 . Six

( This Answer is Correct )

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**Q 34 :** \_\_\_\_\_ in Excel is used to automatically fill a series of cells.

**Marks :** 1

- 1 . Row Header
- 2 . Formulae
- 3 . Column Header
- 4 . Auto Fill

( This Answer is Correct )

**Q 35 :** \_\_\_\_\_ displays the value or formula entered in the active cell.

**Marks :** 1

- 1 . Title bar
- 2 . Formula bar
- 3 . Both (1) and (2)
- 4 . Address bar

( This Answer is Correct )

**Q 36 :** With the help of MS Excel, we can do:

**Marks :** 1

- 1 . Sorting
- 2 . Filtering
- 3 . Creating Charts
- 4 . All of these

( This Answer is Correct )

**Q 37 :** Clicking a cell in row number 3 and column F, will show \_\_\_\_\_ in Address bar.

**Marks :** 1

- 1 . 3F
- 2 . F3
- 3 . #F3
- 4 . R3CF

( This Answer is Correct )

**Q 38 :** Example of text data:

**Marks :** 1

- 1 . Time-table
- 2 . Excel
- 3 . Both (1) and (2)
- 4 . 11/5/2020

( This Answer is Correct )

**Q 39 :** Which option(s) available in Cells group?

**Marks :** 1

- 1 . Insert
- 2 . Delete
- 3 . Format
- 4 . All of these

( This Answer is Correct )

**Q 40 :** Which of the following is possible in MS Excel?

**Marks :** 1

- 1 . Increasing row height
- 2 . Decreasing Column width
- 3 . Deleting cell contents
- 4 . All of these

( This Answer is Correct )

**Q 41 :** To change the font face, we click \_\_\_\_\_ tab.

**Marks :** 1

1. Insert
2. Data
3. Page Layout
- 4. Home**

( This Answer is Correct )

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**Q 42 :** Short-cut key used for undo action.

**Marks :** 1

1. Ctrl + C
2. Ctrl + V
3. Ctrl + X
- 4. Ctrl + Z**

( This Answer is Correct )

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**Q 43 :** The shortcut key to copy a cell content:

**Marks :** 1

- 1. Ctrl + C**
2. Ctrl + V
3. Ctrl + X
4. Ctrl + Z

( This Answer is Correct )

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**Q 44 :** The shortcut key to paste a cell content from one cell to another:

**Marks :** 1

1. Ctrl + C
- 2. Ctrl + V**
3. Ctrl + X
4. Ctrl + Z

( This Answer is Correct )

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**Q 45 :** \_\_\_\_\_ run horizontally across the worksheet and they are identified by numbers.

**Marks :** 1

- 1. Rows**
2. Columns
3. Cells
4. All of these

( This Answer is Correct )

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**Q 46 :** To select the whole row :

**Marks :** 1

1. Select the cell of that column
- 2. Click on that row header**
3. Click on that column header
4. None of these

( This Answer is Correct )

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**Q 47 :** Which of the following changes is possible with Text data in MS Excel? **Marks : 1**

- 1 . Change Font color
- 2 . Change Font size
- 3 . Change Font style
- 4 . All of these**

( This Answer is Correct )

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**Q 48 :** In which group, do we find font format options? **Marks : 1**

- 1 . Font**
- 2 . Cells
- 3 . Both (1) and (2)
- 4 . Editing

( This Answer is Correct )

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**Q 49 :** Outline border option is present in \_\_\_\_\_ group. **Marks : 1**

- 1 . Preset style**
- 2 . Border color
- 3 . Border inline style
- 4 . None of these

( This Answer is Correct )

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**Q 50 :** \_\_\_\_\_ in excel helps us to analyse data. **Marks : 1**

- 1 . AutoFill
- 2 . Basic calculations
- 3 . Charts**
- 4 . All of these

( This Answer is Correct )

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**Q 51 :** Which of the following tab is present in Format cells group? **Marks : 1**

- 1 . Number
- 2 . Alignment
- 3 . Font
- 4 . All of these**

( This Answer is Correct )

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**Q 52 :** Which tab gives us the option to format date data type? **Marks : 1**

- 1 . Number**
- 2 . Alignment
- 3 . Font
- 4 . Border

( This Answer is Correct )

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**Q 53 :** Which tab helps in bordering selected cells?

**Marks :** 1

1. Number
2. Alignment
3. Font
4. Border

( This Answer is Correct )

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**Q 54 :** Which tab helps in rotating selected cell contents with certain degrees?

**Marks :** 1

1. Number
2. Alignment
3. Font
4. Border

( This Answer is Correct )

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**Q 55 :** Where is the new row inserted?

**Marks :** 1

1. Below the selected row
2. Above the selected row
3. Either (1) or (2)
4. None of these

( This Answer is Correct )

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**Q 56 :** Clicking a cell in row number 30 and column A, will show \_\_\_\_\_ in Address bar.

**Marks :** 1

1. A30
2. 30A
3. !30A
4. R30CA

( This Answer is Correct )

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**Q 57 :** Number of alignment options available in Alignment group:

**Marks :** 1

1. 5
2. 4
3. 6
4. None of these

( This Answer is Correct )

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**Q 58 :** Consider the following statements and choose the correct option: (I) Background pattern style of cell(s) can be set in MS Excel. (II) We can rotate our cell contents with certain degrees.

**Marks :** 1

1. Statement I is true and Statement II is false
2. Statement I is false and Statement II is true
3. Both Statements are false
4. Both statements are true

( This Answer is Correct )

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**Q 59 :** Consider the following statements and choose the correct option: I) MS Excel cannot perform basic calculations like addition, average, product, etc II) With the help of MS Excel, graphs and charts can be created.

**Marks :** 1

- 1 . Statement I is true and Statement II is false
- 2 . Statement I is false and Statement II is true
- 3 . Both Statements are false
- 4 . Both statements are true

( This Answer is Correct )

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**Q 60 :** Which tab helps to set decimal places in number data type?

**Marks :** 1

- 1 . border
- 2 . Number
- 3 . Alignment
- 4 . Font

( This Answer is Correct )

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