



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -4

Topic – Data types, AutoFill feature, Advantages of using Excel worksheet

Subject: COMPUTER Class - 6

F.M:15

Chapter: Excellent Excel

Date: 11/05/2020

Choose the correct answer for each question

15x1=15

- _____ are descriptive pieces of information, such as names, months, or other identifying statistics, and they usually include alphabetic characters.
 - Text data
 - Numeric data
 - Formulae
 - Date
- _____ are generally raw numbers or dates.
 - Text data
 - Numeric data
 - Formulae
 - Date
- Which of the following is not a data type supported by MS Excel?
 - Text Data
 - Numeric Data
 - Picture Data
 - None of these
- _____ in Excel is used to automatically fill a series of cells.
 - Row Header
 - Formulae
 - Column header
 - AutoFill
- To automatically fill a series of cells, the first step is
 - Drag the cell
 - Select row or column
 - Enter the initial data
 - All of these
- Where should be click to enable drag of a cell?
 - Bottom right corner
 - Top right corner
 - Top left corner
 - Any corner
- Example of text data:
 - Time-table
 - EXCEL
 - Both (a) and (b)

- d. 11/05/2020
8. Which of the following is possible in MS Excel?
- a. Increasing row height
 - b. Decreasing Column width
 - c. Deleting cell contents
 - d. All of these
9. MS Excel cannot perform basic calculations like addition, average, product, etc
- a. True
 - b. False
10. _____ in excel helps us to analyse data.
- a. AutoFill
 - b. Basic calculations
 - c. Charts
 - d. All of these
11. Which of the following changes is possible with Text data in MS Excel?
- a. Change Font color
 - b. Change Font size
 - c. Change Font style
 - d. All of these
12. Clicking a cell in row number 3 and column F, will show _____ in Address bar.
- a. 3F
 - b. F3
 - c. #F13
 - d. R3CF
13. Which among the following is not an example of Numeric data?
- a. First Name
 - b. Roll Number
 - c. Last Name
 - d. Both (a) and (c)
14. With the help of MS Excel, we can do
- a. Sorting
 - b. Filtering
 - c. Creating charts
 - d. All of these
15. Excel has the ability to organize large amounts of data in :
- a. Ordered manner
 - b. Haphazard
 - c. Both (a) and (b)
 - d. disorganized