



# ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



## WORKSHEET -4 (ANSWER KEY)

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