



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -8

Topic – Working in excel worksheet, data types, Advantages of using Excel worksheet

Subject: COMPUTER Class - 6

F.M:15

Chapter: Excellent Excel

Date: 21/06/2021

Choose the correct answer for each question

15x1=15

- Which of the following is possible in an Excel worksheet?
 - Select all the cells in a worksheet
 - To select an entire column
 - To select a range of cells
 - All of these
- To select the whole column:
 - Click on any cell
 - Click on that column header
 - Click on the row header
 - None of these
- The shortcut key to copy a cell content.
 - Ctrl + A
 - Ctrl + C
 - Ctrl + V
 - Ctrl + Z
- The shortcut key to paste a cell content copied from another cell.
 - Ctrl + A
 - Ctrl + C
 - Ctrl + V
 - Ctrl + Z
- The appearance of mouse pointer, when placed on any cell:
 - A hollow plus symbol
 - An arrow
 - I-beam pointer
 - Double-headed arrow
- The appearance of mouse pointer, when placed on menu-bar or toolbar:
 - A hollow plus symbol
 - An arrow
 - I-beam pointer
 - Double-headed arrow
- The appearance of mouse pointer, when placed in the formula bar:
 - A hollow plus symbol
 - An arrow
 - I-beam pointer
 - Double-headed arrow

8. The appearance of mouse pointer, when placed at the borders of cell address:
- A hollow plus symbol
 - An arrow
 - I-beam pointer
 - Double-headed arrow
9. The appearance of mouse pointer, when placed in between the cell headers:
- A hollow plus symbol
 - Double-headed arrow
 - Pointing arrow
 - I-beam pointer
10. _____ 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
11. _____ are generally raw numbers or dates.
- Text data
 - Numeric data
 - Formulae
 - None of these
12. Which of the following is not a data type supported by MS Excel?
- Text Data
 - Numeric Data
 - Picture Data
 - Formulae
13. To select the entire row:
- Click on any cell
 - Click on that column header
 - Click on the row header
 - None of these
14. Consider the following statements and choose the correct option:
- (I) Data can be maintained in systematic manner in a tabular form.
- (II) Data can be presented in the form of charts.
- Statement I is true and Statement II is false
 - Statement II is true and Statement I is false
 - Both Statements are true
 - Both Statements are false
15. Which among the following operations are possible in Excel?
- Addition
 - Subtraction
 - Average
 - All of these