

SANJEEVANI PUBLIC SCHOOL

CLASS - VIth Assignment - 5

Computer ch-5 (MS EXCEL 2016)

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Q1 MCQs 2 (Pg-68)

1-(a), 2-(c), 3-(b), 4-(b), 5-(a)

Q2 fill in the blanks 2 (Pg-68)

(1) Title bar (2) Single (3) Quick access toolbar

(4) maximize (5) groups

Q3 True or false 2 (Pg-68)

1-(f), 2-(T), 3-(f), 4-(T), 5-(T)

Q4 Match them 2 (Pg-69)

1-(d), 2-(c), 3-(e), 4-(b), 5-(a)

Q5 Answer these following questions

(a) Distinguish betⁿ cell and an active cells?

Ans → cell Active cell

(b) Intersection of row and column in a worksheet is called as cells. a drawn green border around that it is called Active cells.

(c) Each cell has a unique address. Active cells indicate to enter a cells.

(d) what is formula bar?

Ans → It is located next to the name box. formula & digit enter the active cell.

(e) Define the name box?

Ans → It displays the cell reference of the active cell. for ex - A1.

(f) what do you mean by range of cells?

Ans → A group of adjacent cells is referred to as a range of cells.

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CLASS - VIth Assignment - 6

Computer ch-6 (formatting and modifying a spreadsheet)

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Q1) MCQ's :- (Pg-80)

1-(b), 2-(b), 3-(c), 4-(c), 5-(a)

Q2) fill in the blanks :- (Pg-81)

① before ② shift cell right ③ unmerge cells ④ alignment
⑤ orientation

Q3) True or false :- (Pg-81)

1-(T), 2-(f), 3-(T), 4-(f), 5-(T)

Q4) Match them :-

1-(c), 2-(a), 3-(e), 4-(b), 5-(d)

Q5) Answer the following question :-

a) write the keyboard shortcut to insert a new worksheet?

Ans → Shift + F11

b) which group of Home tab contains the format option?

Ans → font group

c) How do you rename a worksheet?

Ans → double click the sheet tab and type in the new name. Press Enter to complete the entry.

d) what is wrap text?

Ans → To break a long text into multiple lines in a cell.

e) what is the use of conditional formatting?

Ans → you can set the cell's format according to the specified conditions.