

REVISION WORKSHEET FOR SA1 (SESSION 2013-14)

CLASS – VI

SUBJECT-COMPUTER

A. Fill in the blanks:

1. _____ is the process of modifying cell and worksheets.
2. Sort smallest to largest option appears when the cell contains _____ data.
3. Cut option is in the _____ tab and _____ group.
4. The default row height is _____.
5. The column width is measured in _____.

B. True or false:

1. We can select a row by clicking at the row header.
2. Ms Excel is a part of Microsoft Office suite.
3. The name box contains the cell value of the active cell.
4. A cell is the basic unit of a worksheet.
5. List option in modes of view in windows explorer displays the contents of any drive or folder as small icons in columns.

C. Brief Answers:

1. What does resizing of cells involve?
2. Where is MS- Excel widely used?
3. Name two parts of the Explorer window.
4. What is the cell address of 4th row and 6th column?

D. Shortcut keys:

1. To save a workbook.
2. To select a range of cells.

E. Long Answers:

1. Explain the different ways of inserting a cell.
2. Explain the four types of data that can be entered in Ms Excel.