

D.V.S. Public School

Assignment 3

Computer

Class - 6th

Q1. Multiple Choice Questions :-

i) Which command is used to select entire worksheet?

- a) Ctrl+S b) Ctrl+A c) Ctrl+V

ii) Which software is used to calculate data in worksheet?

- a) Microsoft Excel b) Microsoft Access c) Microsoft Word

iii) To quickly repeat the last action, use _____ command.

- a) Undo b) Redo c) Flash fill

iv) When you complete editing within a cell, Excel changes to _____ mode.

- a) Edit b) Finish c) Ready

v) Hold down the _____ key and click on adjacent cells to select a range.

- a) Ctrl b) Alt c) Shift

Q2. Write shortcut commands for the following :-

i) Cut

ii) Copy

iii) Paste

iv) Flashfill

Q3. Manju was given the task to write a series of numbers from 1 to 100 without using keyboard. Help him to complete the assignment.

Q4. Fill in the blanks

- a) The easiest way to fill data automatically is _____.
- b) _____ means changing the location of data.
- c) The key used to cell contents using _____ key.
- d) There are different _____ that can be applied to cells to add date and time.

Q5. Answer the following

- a) What is the default row height and column width in excel?
- b) Write the steps of deleting row in excel?