REVISION WORKSHEET FOR SA1 (SESSION 2013-14)

CLASS – VI

SUBJECT-COMPUTER

Α. Fill in the blanks:

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

Β. 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.
- The name box contains the cell value of the active cell. 3.
- A cell is the basic unit of a worksheet. 4.
- List option in modes of view in windows explorer displays the contents of 5. any drive or folder as small icons in columns.

С. **Brief Answers:**

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

D. Shortcut keys:

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

Ε. Long Answers:

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