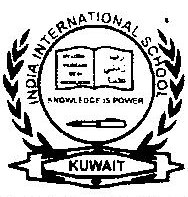
**INDIA INTERNATIONAL SCHOOL-MANGAF**

**COMPUTER SCIENCE HOLIDAY HOMEWORK 2018-19**

**CLASS-VI**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLASS VI\_\_\_ROLL NO.\_\_\_\_**

1. **Choose the correct answer:**
2. You can save an Excel 2013 file by clicking

a) Ctrl+s b) Ctrl+X c) Ctrl+V

1. Which one of the following is not a worksheet view option?

a) Normal view b) Page break view c) Web layout view

1. Which key should you press to switch on the extend selection mode?

a) F2 b) F8 c) F4

1. Which key should be used to close the MS-Excel window?

a) Alt+F2 b) Ctrl+ F5 c) Alt+F4

1. A label is\_\_\_\_\_\_\_\_\_\_ aligned by default.

a) Left b) Right c) Center d) None

1. MS Excel workbooks have an extension \_\_\_\_\_\_\_\_\_\_.

a).xlsx b).doc c) .mdb d).exe

1. By default, MS-Excel 2010 provides\_\_\_\_\_\_\_\_\_\_ sheets in a workbook.
2. 2 b) 1 c) 3 d)255
3. Selected group of cell is called\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Range b) Worksheet c) Highlighters

1. The number of styles offered by Excel is

a) 12 b) 10 c) 14

1. To apply a combination of formatting setting \_\_\_\_\_\_\_\_\_\_\_\_is used.

a) Adjustment b) Border Tab c) Theme gallery

1. **State True or False:**
2. You can only apply table styles to group of worksheet data. \_\_\_\_\_\_\_\_\_
3. Adjustment refers to the position in which data is placed within the boundary of a cell\_\_\_\_\_\_\_\_\_
4. Special works with a list and database values\_\_\_\_\_\_\_\_\_
5. Merge and center is used for centering title over the data. \_\_\_\_\_\_\_\_\_
6. Shortcut key to insert a new worksheet is Shift+ F11.\_\_\_\_\_\_\_\_\_
7. The default column width of a cell is 12.75 points.\_\_\_\_\_\_\_\_\_
8. The collection of rows and column is called a worksheet.\_\_\_\_\_\_\_\_\_
9. An excel file is called worksheet.\_\_\_\_\_\_\_\_\_
10. The active cell reference displays it in the Name box. \_\_\_\_\_\_\_\_\_
11. Formatting provides the worksheet an attractive outlook.\_\_\_\_\_\_\_\_\_