ST. THOMAS SCHOOL, LONI
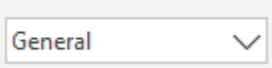
CLASS VI-A

COMPUTER WORKSHEET (November)

Name-_____ **Roll no.-**_____ **Date-**_____

Note- After checking, attach the worksheet in portfolio.

Date of submission- 27-11-2019

IMPORTANT ICONS

	ICONS	NAME OF ICONS	TAB
1.		Merge and center	Home
2.	Σ	AutoSum	Home
3.	General ∨	Cell Format	Home
4.		Insert	Home
5.		Delete	Home

IMPORTANT DEFINITIONS

1. **Cells**- It is an intersection of rows and columns.

2. **Active cell**- It is the selected cell which is highlighted with thick border.

3. **Range**- A group of selected contiguous cell which form a rectangle.
   Example- C1:C5

4. **Name Box**- It shows the currently active cell address.

5. **Formula Bar**- It shows the data and formulas entered in an active cell.

After reading the chapters and given content in worksheet, attempt the following questions:

I Tick the correct option:

1.   A cell highlighted with dark coloured border is called-
         A) Active cell   B) Cell   C) Range

2. A group of cells highlighted with dark coloured border is called-
   A) Active cell   B) Cell   C) Range

3. icon is named as-
   A) Delete   B) Insert   C) Range

4. We can find address of currently active cell in-
   A) Formula bar   B) Name Box   C) Column Heading

5. To define a range from cell A1 to cell D5, we will write as-
   A) A1-D5   B) A1:D5   C) D5:A1

II Solve the given questions-

	A	B	C
1	Students	Marks (Maximum Marks 500)	Percentage Marks
2	Abhay	455	_____
3	Avni	451	
4	Average Marks	_____	

1. Guess and write the formulae for the given cells-
   a) C2- _____
   b) B4-_____

2. Write the address of cells which have the following data-
   a) Marks of Avni:

   _____

   b) Percentage Marks of Abhay:

   _____