

St. Thomas School, Loni
Computer Worksheet (October)

Class VI-A

Topic-Microsoft Excel 2010



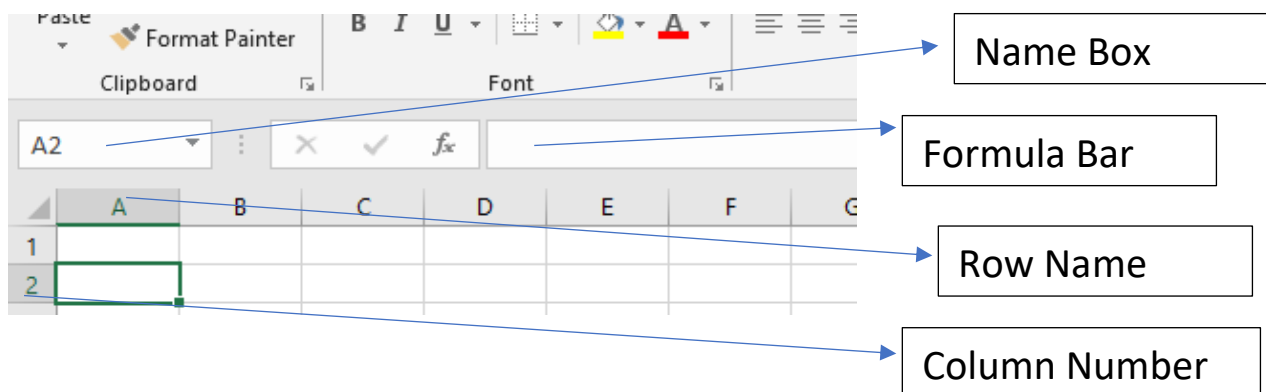
Name- _____ Roll no.- _____ Date- _____

Note- Paste the worksheet in notebook. Date of submission-01/11/2019

Useful shortcut keys of Ms-Excel

S. No.	Function	Shortcut key
1.	F2	Edit active cell
2.	Shift + arrow key	Select adjacent cells
3.	Ctrl + click	Select multiple cells (Randomly)
4.	Ctrl + Space	Select a column
5.	Shift + Space	Select a row
6.	Ctrl + Home	Move to the first cell of the topmost row, i.e.A1
7.	Ctrl + End	Move to the last used cell on a spreadsheet
8.	Ctrl + S	Saving a worksheet

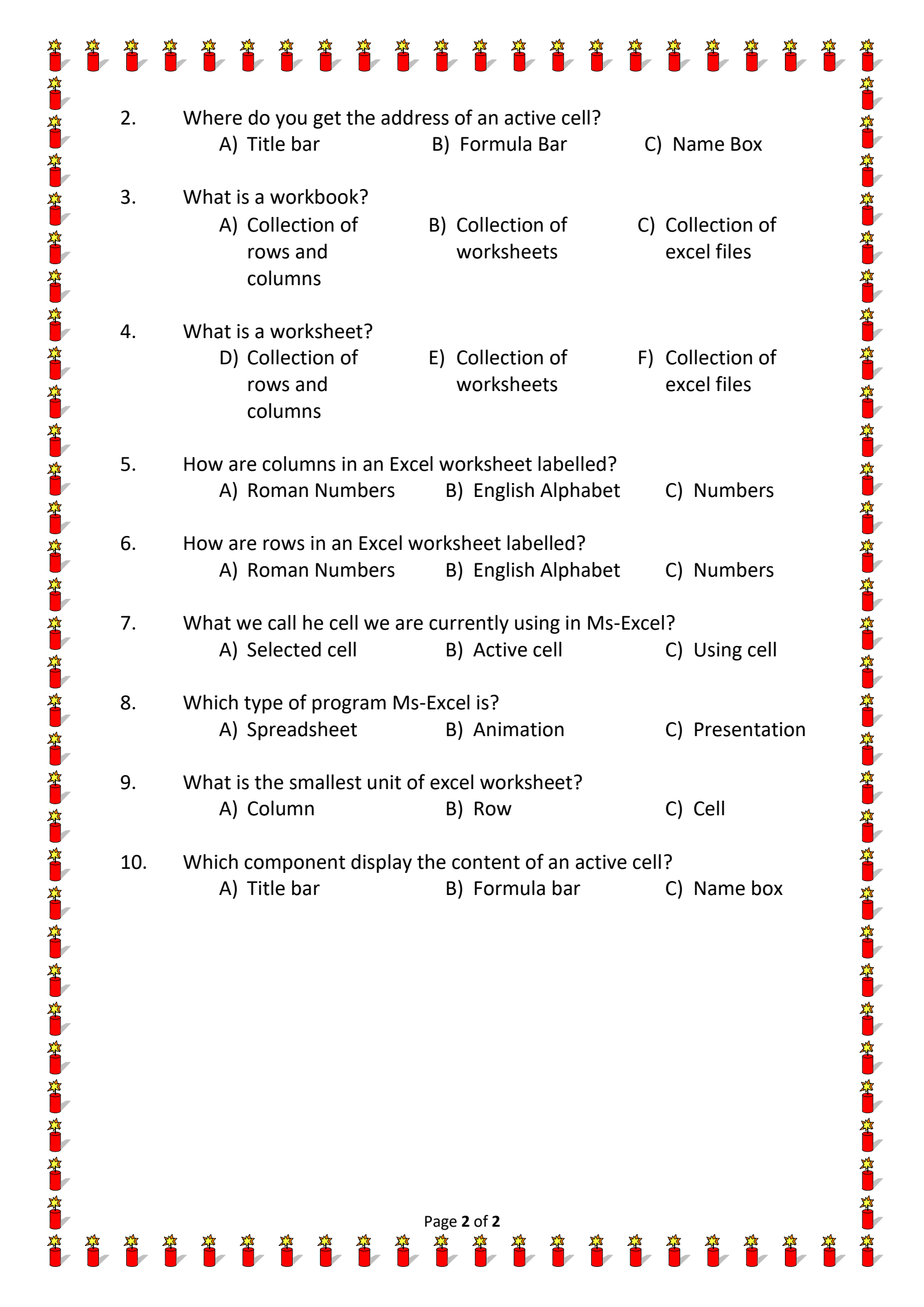
Parts of an Excel Worksheet



After reading the chapter and the given content in the worksheet attempt the following questions-

I Tick the correct option for following questions-

1. What is a file in Ms Excel called?
A) Document B) Workbook C) Presentation

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2. Where do you get the address of an active cell?
A) Title bar B) Formula Bar C) Name Box
 3. What is a workbook?
A) Collection of rows and columns B) Collection of worksheets C) Collection of excel files
 4. What is a worksheet?
D) Collection of rows and columns E) Collection of worksheets F) Collection of excel files
 5. How are columns in an Excel worksheet labelled?
A) Roman Numbers B) English Alphabet C) Numbers
 6. How are rows in an Excel worksheet labelled?
A) Roman Numbers B) English Alphabet C) Numbers
 7. What we call he cell we are currently using in Ms-Excel?
A) Selected cell B) Active cell C) Using cell
 8. Which type of program Ms-Excel is?
A) Spreadsheet B) Animation C) Presentation
 9. What is the smallest unit of excel worksheet?
A) Column B) Row C) Cell
 10. Which component display the content of an active cell?
A) Title bar B) Formula bar C) Name box