



**पुर्णा International School**

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*Class - VI*

*Super Computer*

*Exercise Corner*

*Year- 2020-21*



### H-3 Working with Objects and Tables in MS Word

#### ❖ Focus of the chapter

1. Inserting a picture
2. Cropping a picture
3. Inserting a Clip Art
4. Inserting WordArt
5. Inserting Shapes
6. Inserting Symbols
7. Inserting a table
8. Selecting rows and columns in a tables
9. Inserting and deleting rows and columns in a table

#### ❖ Keywords

- **Object** – an element other than text in a word document
- **Clipart** – a ready-made picture that can be used in a document
- **WordArt** – a feature used to add special effects to a word
- **Cell** – intersection of a row and a column in a table

#### ❖ Checkpoint

Fill in the blanks.

1. You can use the **Insert** tab to add objects to your document.
2. To crop a picture, you need to click on the Crop option in the size group on the **Format** tab
3. **WordArt** feature adds special effects to selected text in a document.
4. To insert text inside a shape, click on the **Add Text** and type the text,

#### ❖ Exercise Corner

- A. Tick (✓) the correct answers.

Date : \_\_\_\_\_

1. Which of the following is not considered as an object?

A. Super Computer

2. Which tool is used to remove the unwanted part of a picture?

A. Crop tool

3. Which of the following is a ready-made picture that can be used directly in a document?

A. Clip Art

4. Which tab will you use to change the color of a WordArt style?

A. Insert tab

5. Which feature will you insert to insert ©?

A. Symbol

**B. Tick(✓) the things that you can do using the insert tab.**

1. Adding text - ✓

2. Cropping a picture - \_\_\_\_\_

3. Inserting a clip art - ✓

4. Opening windows Explorer - \_\_\_\_\_

5. Playing games - \_\_\_\_\_

6. Making tables - ✓


**C. Write T for True or F for False.**

1. You can crop a picture after inserting it in a document. – T

2. You cannot add text into a shape inserted in a document. – F






3. You cannot change the font size of a symbol. – F

4. You cannot insert a table of more than 10 columns. – F

5. To select the entire table, click on  - T

6. You cannot delete an entire table. – F

**C. Identify the icons.**

1.  - Clipart
2.  - Wordart
3.  - Shapes tool
4.  - Symbol tool
5.  - Tables tool

**D. Number the steps in the correct order to delete a row from a table.**

- 3 in the Rows & Columns group, click on Delete.
- 4 Click on the Delete Rows option from the list.
- 2 Click on the Layout tab.
- 1 Click on any cell of the row to be deleted.

**Extras**

➤ **Tick(✓) the correct answers.**

1. Which of the following is used to insert a row above the selected cell?  
a. insert above      b. insert below      c. insert left      d. insert right
2. Which of the following is used to insert a row below the selected cell?  
a. insert above      b. insert below      c. insert left      d. insert right
3. Which of the following is used to insert a column on the left of the selected cell?  
a. insert above      b. insert below      c. insert left      d. insert right

Date : \_\_\_\_\_

4. Which of the following is used to insert a column on the right of the selected cell?

- a. insert above      b. insert below      c. insert left      d. insert right

5. Which of the following is called intersection of a row and a column in a table?

- a. cell      b. data      c. intercell      d. outercell

## CH-4 Advanced Formatting in MS WORD

### ❖ Focus of the chapter

1. Paragraph formatting – line spacing, paragraph spacing, indents
2. Page formatting – page margin, page orientation, columns, header and footer, page number, page border
3. Printing a document

### ❖ Keywords

- **Indent** – the distance of a line or paragraph from the margin
- **Page margin** – the blank space between the text and the sides of a page
- **Header** – text or image that appears in the top margin of a page
- **Footer** – text or image that appears in the bottom margin of a page

### ❖ Checkpoint

#### Write T for True or F for False

1. Line spacing is the vertical space before and after a paragraph. F
2. First line indent sets the starting point of the first line of a paragraph. T
3. By default, left indentation is set at 0.50. F
4. There are three options for page orientation. F

❖ **Exercise Corner**

**A. Tick (✓) the correct answers.**

1. Which of the following can be used to change the vertical space between two adjacent lines of a paragraph?

A. Line spacing

2. Which of these describes the distance of a line or paragraph from margin?

A. indent

3. Which of the following is used to set the starting points of all lines in a paragraph?

A. Left indent

4. Which of these is not a type of page orientation?

A. hanging

5. Which tab contains the option to print a document?

A. File

6. Which value in a FOR...NEXT with STEP loop can either be positive or negative?

A. STEP

**B. Name the tab you will use to perform the following tasks in MS Word.**

1. To set indents – Home tab

2. To set page margins – Page Layout

3. To arrange text into columns – Page Payout

4. To insert a header and footer – Insert

5. To apply a page border – Page Layout

**C. Number the steps in the correct order to arrange text in a column format.**

2 Click on the Page Layout tab

1 Select the text

4 Choose the number of columns from the list

3 Click on Columns. A drop-down list appears

### Extras

➤ Tick(✓) the correct answers.

1. Which of the following is the distance of a line or paragraph from the margin?

- a. indent                      b. page margin                      c. header                      d. footer

2. Which of the following is the blank space between the text and the sides of a page?

- a. indent                      b. page margin                      c. header                      d. footer

3. Which of the following is used to insert text or image that appears in the top margin of a page?

- a. indent                      b. page margin                      c. header                      d. footer

4. Which of the following is used to insert text or image that appears in the bottom margin of a page?

- a. indent                      b. page margin                      c. header                      d. footer

5. Which of the following commands is used to print a document?

- a. xerox                      b. print                      c. printout                      d. pageout



## CH-5 Calculations in MS Excel 2010

### ❖ Focus of the chapter

1. Starting MS Excel 2010
2. Parts of an Excel worksheet
3. Creating a new workbook
4. Entering data in a worksheet
5. Editing data in a worksheet
6. Calculating in Excel
7. Saving a workbook
8. Opening a saved workbook
9. Exiting Excel

### ❖ Keywords

- **Spreadsheet** – table of data arranged in rows and columns.
- **Cell address** – address assigned to a cell in a worksheet in the form of the column number and row number.
- **Active cell** – the highlighted cell in which data is entered

### ❖ Checkpoint

#### A. Fill in the blanks.

1. Microsoft Excel is an example of a spreadsheet program
2. A workbook consists of worksheets.
3. The active cell has a thick black border outline.
4. The name box displays the cell address of an active cell.

5. You use the file tab to create a new workbook.

❖ **Exercise Corner**

**A. Tick (✓) the correct answers.**

1. Which of the following is not a part of an Excel worksheet?
  - A. stage
2. What is A6?
  - A. Cell address
3. Which of the following displays the contents of an active cell?
  - A. Formula bar
4. Which of the extension a workbook is saved with?
  - A. .xlsx

**B. Fill in the blanks.**

1. Each row is identified by a number called Row heading
2. To create a new workbook, you can press CTRL + N
3. You can enter data only in an active cell
4. By default, there are 3 worksheets in a workbook.
5. Excel aligns number data to the Right of the cell.
6. After undoing a change, Excel gives the redo option.

**C. Match the columns.**

1	Row heading	a	Letter and number both
2	Column heading	b	Number
3	Cell address	c	Letter

Date : \_\_\_\_\_

4	Active cell	d	Blank workbook
5	File tab	e	Symbol
		f	Cell pointer

Ans. 1 – b    2 – c    3 – a    4 – f    5 – d

**D . Give one-word answers.**

1. A file in Excel – workbook
2. The intersection of a column and a row – cell
3. The cell in column M and row 29 – M29
4. The key pressed to move to the adjacent cell – TAB
5. The option used to reverse the change made to a workbook. – Undo

**Extras**

➤ **Tick(✓) the correct answers.**

1. Which of the following is the highlighted cell in which data is entered?  
a. active cell      b. spreadsheet      c. cell address      d. none of these
2. Which of the following bars displays the contents of the active cell?  
a. title bar      b. formula bar      c. work area      d. name box
3. Which of the following is used to add, subtract, multiply and divide in Excel??  
a. BADM Rule      b. BODMAS Rule      c. BAMS Rule      d. None Of These
4. Which of the following tabs is used to exit from an Excel workbook?  
a. File tab      b. Home tab      c. Data tab      d. Insert tab
5. Which of the following operators is used for calculations in Excel?

Date : \_\_\_\_\_

a. +

b. \*

c. -

d. All of these

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