



PA-3 Assignment [2020-21]

Sub: Computer Science

Class:6

Q.1 Tick(✓) the correct answers.

1. Which of the following tools is used to adjust the closeness with which you want to see an object?
a. Hand **b. Zoom** c. Lasso d. Brush
- 2.. Which of these describes how to select all the cells in a single column?
a. Select the first cell in the column and press CTRL + SHIFT + RIGHT ARROW KEY.
b. Click on the column headings
c. Press CTRL + A
d. Both a. and b.
3. Which of the following tools is used to select a single or multiple objects on the stage?
a. Selection b. Zoom c. Lasso d. Line
4. Which of the following displays the properties of a selected tool?
a. Menu bar b. stage **c. Property inspector panel** d. Timeline
5. Which of the following sections is the last section in the tools panel?
a. view b. color **c. options** d. all of these
6. In which column will you select a cell to insert a column between columns D and E?
a. column D **b. column E** c. column A d. any column
7. Which of the following is incorrect?
a. **You cannot select a group of non-adjacent cells.**
b. You can set the row height according to the text.
c. You can set the same width for all the columns.
d. You can join two or more cells into a single cell.
8. Which of the following tools is used to move different parts of the Stage?
a. **Hand** b. Zoom c. Lasso **d. Pencil**
9. What will you do to remove borders applied in cells?
a. choose No Border from the Borders drop-down list.
b. Open the Format Cells dialog box and click on Border tab > none > ok
c. Either a. or b.
d. None of these

Q.2 Fill in the blanks.

1. To select an entire row, you need to select the first cell in the row and press CTRL + SHIFT + →Right Arrow Key
2. Timeline is a control to set the sequence for a movie.
3. There are 6 options for alignment of data in Excel.
4. Merge is a term used to combine or join two or more cells.
5. The Wrap Text option is present in the Alignment group on the Home tab.
6. Alignment is a position of data within a cell.
7. Stage is a canvas where objects such as graphics, videos and buttons are arranged.
8. For the AutoFit Column Width option , you need to click on the Home tab.
9. Property inspector panel is a panel that displays the properties of a selected object

Q.3 Name the tools used to do the following tasks.

1. To draw an oval - Oval Tool
2. To fill color in a shape – Paint bucket tool
3. To draw a pentagon - Polystar tool
4. To draw rectangle – Rectangle tool
5. To type your name – Text tool
6. To draw lines and shapes – Pencil tool
7. To delete unwanted parts of a drawing - Eraser tool

8. To draw straight lines. – Line tool

Q.4 Match the columns.

1.	Formatting data	a.	Displays the hidden text of a cell in multiple lines.
2.	Wrap Text	b.	Aligns text at the right of a cell
3.	Merging cells	c.	Aligns text at the bottom of a cell.
4.	Right Align	d.	Means changing the font, color, size, style of the data
5.	Bottom Align	e.	Combines two or more cells

Ans.

1 – d 2 – a 3 – e 4 – b 5 – c

1	CTRL + A	a	Present on the Font group
2	Wrap Text	b	Used to select an entire worksheet
3	Default Width	c	Present on the Cells group
4	Fill Color	d	Sets the same width for all columns
5	Percentage	e	Displays text in multiple lines
		f	Number Format

Ans.

1 – b 2 – e 3 – d 4 – a 5 – f