



पुर्णिमा International School
Shree Swaminarayan Gurukul, Zundal

CLASS - VI

SUPER COMPUTER

SAMPLE NOTEBOOK

Year (21-22)



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Ch-6- Formatting in MS Excel 2010

➤ Focus of the Chapter

1. Selecting cells, rows, worksheet and column
2. Changing font, size, style, color of text
3. Aligning data
4. Wrap text
5. Merging cells
6. Inserting and deleting row
7. Changing row height and column width
8. Filling color in cells
9. Adding borders
10. Formatting numbers

➤ Keywords

- | | |
|--------------|--|
| 1. Alignment | Position of data within a cell |
| 2. Wrap text | to make the entire text of a cell fit in |
| 3. Merge | to combine or join two or more cells |

EXERCISE CORNER: -

A. Tick (✓) the correct answers.

1. 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 heading
 - c. Press CTRL + A
 - d. Both a. and b.
2. Where from can you apply the Merge and centre option?
 - a. the alignment group on the home tab
 - b. the alignment group on the page layout tab
 - c. the cells group on the home tab
 - d. none of these
3. 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. column V
4. Which of the following is incorrect?
 - a. you cannot select a group of non-adjacent cells.
 - b. you can select 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.
5. 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

B. 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. There are 6 options for alignment of data in excel.
3. The wrap text option is present in the Alignment group on the home tab.
4. For the AutoFit column width option, you need to click on the home tab.

C. Match the column: -

- | | | |
|------------------|--|-----|
| 1. CTRL+A | a. Present on the font group | (4) |
| 2. Wrap text | b. Used to select an entire worksheet | (1) |
| 3. Default width | c. present on the cells group | |
| 4. Fill color | d. sets the same width for all columns | (3) |
| 5. Percentage | e. displays text in multiple lines | (2) |
| | f. Number format | (5) |

D. Name these icons. Also name the tabs and groups where they are found: -

- | | | | |
|----|---|-------------|------------------|
| 1. |  Bold | <u>Home</u> | <u>Font</u> |
| 2. |  Font colour | <u>Home</u> | <u>Font</u> |
| 3. |  Wrap text | <u>Home</u> | <u>Alignment</u> |
| 4. |  Merge and centre | <u>Home</u> | <u>Alignment</u> |
| 5. |  Insert | <u>Home</u> | <u>Cells</u> |
| 6. |  Fill colour | <u>Home</u> | <u>Font</u> |

MCQ's: - (Extra questions)

1. To select a entire worksheet you have to press _____ .
 a. **CTRL+A** b. CTRL+SHIFT c. CTRL+TAB d. CTRL+S
2. The _____ options displays the hidden text in the cell in multiple lines.
 a. **Wrap text** b. Aligning data c. merging cells d. Format
3. You can add borders to cells of a worksheet by using the _____ button in the font group.
 a. Align b. bold c. **Border** d. merge
4. The _____ option emerges the selected cells into a single cell and centre aligns the data.
 a. **merge and centre** b. right click c. middle row d. none
5. By default, Excel uses the _____ format for numbers.
 a. Cell b. **general** c. format d. dialogue
6. To select an entire column, select the first cell in the column and press _____ .
 a. CTRL + SHIFT b. **CTRL + SHIFT + down arrow** c. CTRL + ALT d. CTRL + U

INTRODUCTION TO FLASH➤ **Focus of the chapter**

1. Starting flash
2. Creating a new flash document
3. Components of the flash window
4. Using selection, line, pencil, rectangle, eraser, Paint bucket and bucket tool
5. Saving a document
6. Opening a saved document

➤ **Keywords:-**

- **Stage**- a canvas where objects such as graphics, videos and buttons are arranged.
- **Tools panel**- a panel that has tools you can use to select objects on the stage, create text and draw graphics.
- **Property inspector panel**- a panel that displays the properties of a selected object.
- **Timeline**- a control used to set the sequence for a movie.

EXERCISE CORNER: -

A. Tick (✓) the correct answers: -

1. Which of the following provides access to all the commands available in flash?

- a. Additional panels b. Menu bars c. **Tools panel** d. Stage

2. Which of the following displays the properties of a selected tool?

- a. Menu bar b. Stage c. **Property inspector panel** d. timeline

3. Where are the hand tool and the zoom tool located?

- a. **View section** b. option section c. color section d. tools selection

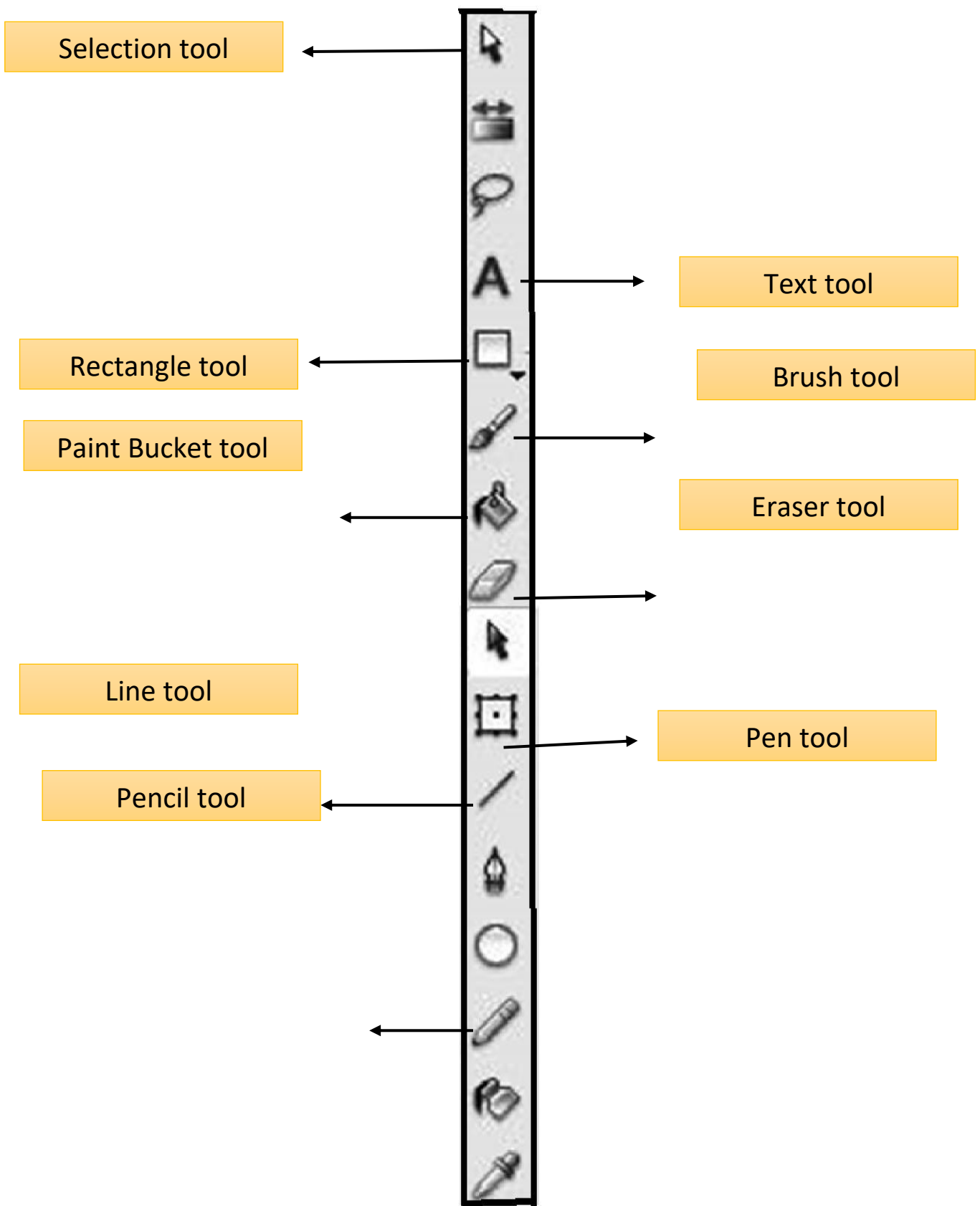
4. Which tool is used to fill color in a shape?

- a. eraser tool b. pencil tool c. **paint bucket tool** d. brush tool

5. Which of the following is the extension with which Adobe Flash CS6 files are saved?

- a. ['.lgo'] b. ['.fla'] c. ['.doc'] d. ['.fls']

B. Identify the tools in the tools panel of the flash window and label them: -



C. Name the tools used to do the following tasks: -

1. To draw freehand lines

Pencil tool

2. To draw an Oval

Oval tool

3. To draw a pentagon

Polystar tool

4. To delete unwanted parts of a drawing

Eraser tool

5. To type your name

Text tool

D. Answer in one word: - (Extra questions)

1. Which panel can be found on the extreme right on the flash window?

→ **Tool Panel**

2. Which tool is used to draw lines and shapes using freehand?

→ **Pencil**

3. Which tool is used to fill colour in shape?

→ **Paint Bucket**

4. Which tool is used to erase your drawing or a part of it?

→ **Eraser**

5. Which tool is used to type text?

→ **Text**

6. What is used to create animations and interactive web pages?

→ **Flash**

7. Which tool is used to draw rectangles and squares?

→ **Rectangle**

4. Which of the following is a correct statement in QBasic?

- a. LET N = "School"
- b. LET N\$ = "School"
- c. LET "School" = N
- d. LET N\$ = "School"

B. Fill in the blanks: -

1. Compilers and Interpreters translate a program written in a high level language into machine code.
2. A Keywords has a defined function in QBasic.
3. A string variable name always ends with the \$ sign
4. AND is logical operator used in QBasic.
5. The INPUT statement is used to get values for the variables from the user.

C. Draw the following: - (Extra questions)

1. Paint tool
2. Eraser tool

CH-9 Communication through the Internet

➤ Focus of the chapter

1. Using email to send and receive files
2. Chatting
3. Video conferencing and its advantages
4. VoIP
5. Social Networking
6. Blogs
7. e- banking

➤ KEYWORDS: -

- **Emoticon**- a set of keyboard characters used to convey an emotion
- **VoIP**- a service that gives calling facilities over the internet
- **Blog**- a regularly updated web page that focuses on a particular area of interest.

EXERCISE CORNER: -

A. Tick (✓) the correct answers: -

1. Which of the following modes of communication does not require an internet connection?

- a. mobile phone b. video conferencing c. **e-banking** d. chatting

2. Which of the following is a video conferencing software?

- a. Hotmail b. Gmail c. **TrueConf** d. Yahoo

3. Which service allows you to make telephone calls over the internet?

- a. Video conferencing b. **VoIP** c. chatting d. social networking

4. Which of the following is not a social networking site?

- a. Facebook b. Twitter c. **Gmail** d. Instagram

5. Which of the following is another name for Blog?

- a. elogs b. photo logs c. podcasts d. **vlogs**

B. Fill in the blanks: -

1. The computer files that you send through emails are called attachments.
2. VoIP can use a standard Internet connection to make telephone calls.
3. The word Blog is formed from the rearrangements of two words Web Log and We Blog.

4. You can access account information any time through e- banking.

C. Write two examples for each of the following: -

1. Free e-mail service provider

G-mail

Yahoo

2. Chat program

Livechat

Purechat

3. Social networking site

Facebook

WhatsApps

D. What type of Internet service can be used for each of the following: - (Extra questions)

1. To communicate with short typed-in messages

Chatting .

2. To hold meetings where you can use

Video calling .

3. To share views and pictures with friends.

G- mail .

4. To Transfer money.

E - making .

THE END...