



# पुर्णा International School

Shree Swaminarayan Gurukul, Zundal

**CLASS- VI**

**SUPER COMPUTER**

**AUGUST-SEPTEMBER MONTH**

**SPECIMEN COPY 2021-22**

## **INDEX**

<u><b>CH.</b></u>	<u><b>CHAPTER NAME</b></u>	<u><b>PAGES</b></u>
5.	<b>Calculating in MS Excel 2010</b> <b>{AUGUST}</b>	45
-	<b>REVISION {September}</b> <b>SA-1 [ CH (1 TO 5) ]</b>	-

# Ch- 5 CALCULATING IN MS EXCEL 2010

## ➤ Focus of the chapter

- Starting MS Excel 2010
- Parts of an Excel worksheet
- Creating a new workbook
- Entering data in a worksheet
- Editing data in a worksheet
- Calculating in Excel
- Saving a workbook
- Opening a saved workbook
- Exiting Excel

## Keywords

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

## Checkpoint

### a) Fill in the blanks to complete the steps.

1. Microsoft Excel is an example of a **spreadsheet** program.
2. A **workbook** consists of worksheets.
3. The active cells has a **thick black boarder** 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. Name Box  
b. row headings  
c. Stage  
d. Sheet tabs

2. What is A6?

- b. row number  
b. cell address  
c. column number  
d. none of these

3. Which of the following displays the contents of an active cell?

- a. Title bar  
b. work area  
c. Formula Bar  
d. Name Box

4. Which of the extension a workbook is saved with?

- a. .xlsx  
b. .xlsxl  
c. .xslx  
d. .xlxs

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 | 3 |
| 2. Column heading | b. number                 | 1 |
| 3. Cell address   | c. letter                 | 2 |
| 4. Active cell    | d. blank workbook         | 5 |
| 5. File tab       | e. symbol                 |   |
|                   | f. cell pointer           | 4 |

D. Give one word answers?

1. A file in Excel?

Ans:- Workbook

2. The intersection of a column and a row?

Ans:- Cell

3. The cell in column M and row 29 ?

Ans:- M 29

4. The key pressed to move to the adjacent cell?

Ans:- Left arrow key

5. The option used to reserve the change made to a worksheet?

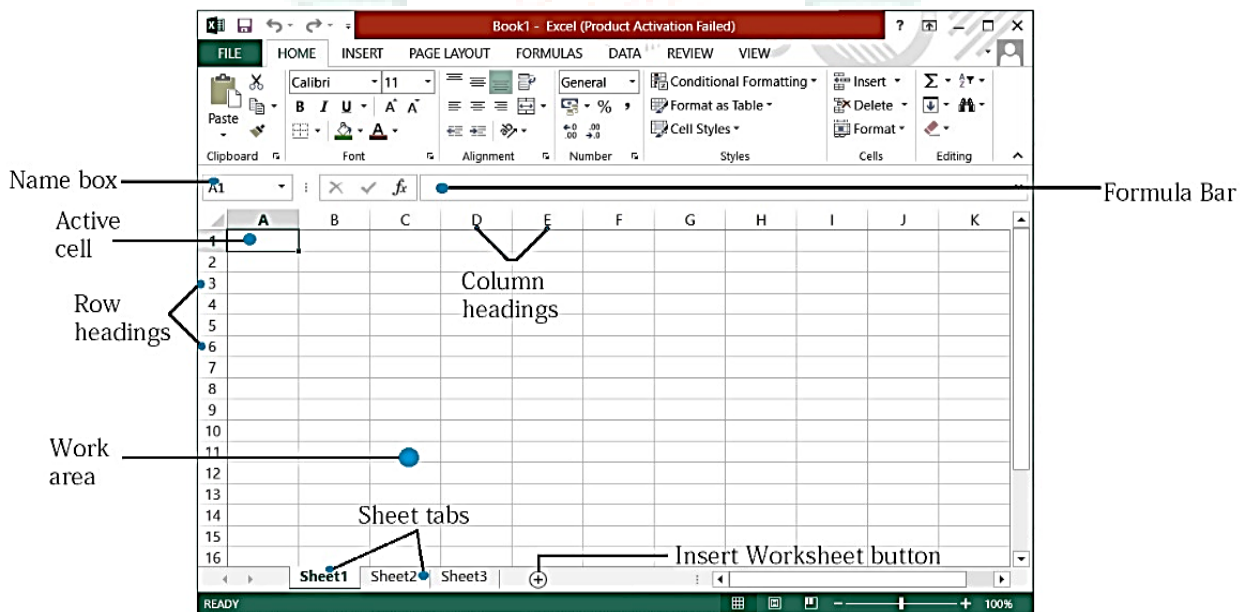
Ans:- Redo

E. Name the following operators and commands in Excel:-

OPERATOR	COMMANDS
BRACKETS	{ }
ORDER ( POWER)	^
DIVIDE	/
MULTIPLY	*
ADD	+
SUBTRACT	-
PERCENTAGE	%

➤ **Activity**

Label the key parts of worksheet in Excel:-



# September Month Revision Questions

## CH-1 to 5






### A. Tick (✓) the correct answers.

1. Which of the following is a permanent memory system?  
a. ROM                      b. CPU                      c. RAM                      d. Cache
2. Which of these features of Windows 7 is used to manage multiple windows?  
a. Libraries                      b. Stacking  
c. Jump list                      d. Windows media player
3. Which feature is used to give special effects to the text?  
a. WordArt                      b. shape                      c. Clip Art                      d. symbol
4. Which indent sets the starting points of all lines in a paragraph?  
a. left indent                      b. right indent  
c. first line indent                      d. hanging indent
5. Which of the following displays the cell address of an active cell in a worksheet?  
a. Task bar                      b. Name box                      c. Formula bar                      d. File tab

### B. Write **T** for True or **F** for False:-

1. Desktop computers and laptops are examples of minicomputers. \_\_\_\_\_
2. Windows 7 has five default libraries. \_\_\_\_\_
3. You can remove any part of a picture that you have inserted in a document. \_\_\_\_\_
4. Page margin is the blank space between the text and the sides of a page. \_\_\_\_\_
5. The intersection of a row and a column is called a table. \_\_\_\_\_

### C. Match the columns:-

1.		—	Clip Art
2.		—	WordArt
3.		—	Windows Media Player
4.		—	Symbol
5.		—	Table

## D. Answer in shorts: -

1. Which device is used to print text or images on a sheet of paper?
2. Which feature is used to manage multiple windows that are open?
3. What is formed when a table consists of rows and columns intersects?
4. In which way a word document is displayed and printed?
5. Which thing displays the contents of the active cell?

## E. Answer these questions: -

1. Differentiate between RAM and ROM?
2. How are libraries useful in Windows 7?
3. Write the steps insert a column in a table in a word document.
4. What do you understand by page orientation in a word document?
5. Write the steps to create a new workbook in Excel.

## F. Label the parts of the following: -

### ➤ Types of Indents

	Dr APJ Abdul Kalam was a great scientist. He was born to poor parents in Rameswaram, Tamil Nadu. Braving hardships and earning scholarships, Dr Kalam studied hard and become a scientist.
	Dr Kalam and his team designed India's first rocket SLV-3 that launched a satellite to orbit the Earth. He played a major role in developing missiles such as the Prithvi and the Agni in India. He was awarded the Bharat Ratna in 1997.
	Dr Kalam was elected President of India in 2002. He used to encourage and inspire students and teachers across India. He was very popular among people for his simple-heartedness and was fondly called the 'People's President'.
	Dr Kalam and his team designed India's first rocket SLV-3 that launched a satellite to orbit the Earth. He played a major role in developing missiles such as the Prithvi and the Agni in India. He was awarded the Bharat Ratna in 1997.

## G. Label the following worksheet: -

(Name box, Active cell, Work area, Sheet tabs, Column headings, Formula bar, Insert worksheet button)

