



PERIODIC ASSIGNMENT – 3 [2021-22]

Grade – 6

Sub- COMPUTER

Syllabus – Ch- 6, 7 (From textbook)

A) Choose the correct options in the following questions:-

- Which of these describes how to select all the cells in a single column?
 - Select the first cell in the column and press CTRL+ SHIFT+ RIGHT ARROW KEY.
 - Click on the column heading
 - Press CTRL + A
 - Both a. and b.
- Where from can you apply the Merge and center option?
 - the alignment group on the home tab
 - the alignment group on the page layout tab
 - the cells group on the home tab
 - none of these
- In which column will you select a cell to insert a column between columns D and E?
 - column D
 - column E
 - column A
 - column V
- Which of the following is incorrect?
 - you cannot select a group of non-adjacent cells.
 - you can select the row height according to the text.
 - you can set the same width for all the columns.
 - you can join two or more cells into a single cell.
- What will you do to remove borders applied in cells?
 - choose no border from the borders drop-down list.
 - open the format cells dialog box and click on Border tab> None>ok
 - Either a. or b.
 - none of these
- What is the shortcut key to select an entire row?
 - CTRL + SHIFT+ Down arrow key
 - CTRL + A

c. CTRL + SHIFT + Right arrow key

d. CTRL + C

7. To change the text colour which button is used?

a. Underline

b. Italic

c. Font colour

d. Bold

8. What refers to the position of data within a cell?

a. Wrap Text

b. Formatting

c. Alignment

d. none

9. What is the meaning of merging a cell?

a. To brake

b. To combine

c. To change

d. To move

10. To make the entire text of a cell fit in is called _____ .

a. merging

b. alignment

c. rows and columns

d. wrap text

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

a. Additional panel's

b. Menu bar

c. Tools panel

d. Stage

12. Which of the following displays the prosperities of a selected tool?

a. Menu bar

b. Stage

c. Property inspector panel

d. Timeline

13. Where are the Hand Tool and the Zoom Tool located?

a. View section

b. Options section

c. Color section

d. Tools section

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

a. Eraser Tool

b. Pencil Tool

c. Paint Bucket Tool

d. Brush tool

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

a. ;lgo'

b. ;.fla'

c. ;doc'

d. ;fls'

16. Flash is used to create images called _____ .

a. animation

b. Transition

c. Graphics

d. Program

17. A canvas where objects such as graphics videos and buttons are arranged is called _____ .

a. Stage

b. view section

c. timeline

d. none

18. A panel that displays the properties of a selected object is called _____ .

a. Timeline

b. Property inspector panel

c. Stage

d. Tools panel

19. Which tool is used to type text?

- a. Selection tool b. Line tool c. Text tool d. Pencil tool

20. A tool that is used to fill colour in a shape is called _____ .

- a. Paint bucket tool b. Pencil tool c. Eraser tool d. circle tool

21. The _____ options displays the hidden text in the cell in multiple lines.

- a. Wrap text b. Aligning data c. merging cells d. Format

22. 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

23. The _____ option emerges the selected cells into a single cell and center aligns the data.

- a. merge and center b. right click c. middle row d. none

24. By default, Excel uses the _____ format for numbers.

- a. Cell b. general c. format d. dialogue

25. 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

26. What provide some more formatting in animation tool?

- a. Timeline b. Tools panels c. Additional panel d. none

27. Which key is used to select the line tool?

- a. X b. Y c. Z d. C

28. Which tool is used to draw rectangles?

- a. rectangle b. pencil c. line d. eraser

29. The tool that is used to move pictures to different parts of the stage is called _____ .

- a. hand b. Eraser c. text d. brush

30. A control that is used to set the sequence for a movie is called _____ .

- a. Flash b. view section c. menu bar d. timeline

B) Write the uses of the different alignment in Excel Sheet:-

1. Top Alignment : - Aligns text to the top of the cell

2. Middle Align :- Aligns text to the middle of the cell between the top and bottom






3. Bottom :- Align text to the bottom of the cell

4. Align Text Left :- Aligns text to the left of the cell

5. Center :- Aligns text to the centre of the cell

6. Align Text Right :- Aligns text to the right of the cell

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

ICONS	ICONS NAME	TABS	GROUPS
	<u>Bold</u>	<u>Home</u>	<u>Font</u>
	<u>Font colour</u>	<u>Home</u>	<u>Font</u>
	<u>Wrap Text</u>	<u>Home</u>	<u>Alignment</u>
	<u>Merge & Center</u>	<u>Home</u>	<u>Alignment</u>
	<u>Insert</u>	<u>Home</u>	<u>Cell</u>
	<u>Font colour</u>	<u>Home</u>	<u>Font</u>

D) Draw the panel of the flash window tools and write their names: -

