



पुर्ना International School

Shree Swaminarayan Gurukul, Zundal

Class - VI

Super Computer

Exercise Corner

Specimen Copy

Year- 2020-21

Index

Sr. No	Name of the Chapter	Month	Page No.
1	Ch-1 Computer Fundamentals	April/May	3
2	Ch-2 More On Windows 7	June	5
3	CH-3 Working With Objects And Tables In MS Word	July	8
4	CH-4 Advanced Formatting In MS WORD	July	11
5	CH-5 Calculations In MS Excel 2010	August	13
6	Ch-6 Formatting in MS Excel 2010	September/ October	16
7	Ch-7 Introduction to Flash	October	19
8	Ch-8 Programming with QBasic	November	21
9	Ch-9 Communication through the Internet	December	24

Ch-6 Formatting in MS Excel 2010

❖ Focus of the chapter

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

❖ Keywords

- **Alignment** – position of data within a cell.
- **Wrap text** – to make the entire text of a cell fit in
- **Merge** –to combine or join two or more cells.

❖ Checkpoint

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

❖ **Exercise Corner**

A. Tick (✓) the correct answers.

1. Which of these describes how to select all the cells in a single column?
 - A. Click on the column heading
2. Where from can you apply the Merge & Center option?
 - A. The alignment group on the Home tab
3. In which column will you select a cell to insert a column between D and E?
 - A. Column E
4. Which of the following is incorrect?
 - A. You cannot select a group of non-adjacent cells
5. What will you do to remove borders applied in cells?
 - A. Either a. or b.

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 columns.

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

Extras

➤ **Tick(✓) the correct answers.**

1. Which of the following aligns text to the top of the cell?

- a. Top Align b. Bottom Align c. Center d. Align Text Right

2. Which of the following aligns text to the bottom of the cell?

- a. Top Align b. Bottom Align c. Center d. Align Text Right

3. Which of the following aligns text to the centre of the cell?

- a. Top Align b. Bottom Align c. Center d. Align Text Right

4. Which of the following aligns text to the right of the cell?

- a. Top Align b. Bottom Align c. Center d. Align Text Right

5. Which of the following aligns text to the middle of the cell between the top and the bottom?

- a. Top Align b. Bottom Align c. Center d. Middle Align

Ch-7 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 tool, line tool, pencil tool, rectangle tool, eraser tool
5. Paint bucket tool and text tool
6. Saving a document
7. 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. Menubar
2. Which of the following displays the properties of a selected tool?
A. Property inspector panel
3. Where are the Hand Tool and the Zoom Tool located?
A. Tools section
4. Which tool is used to fill color in a shape?

A. Paint Bucket Tool

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

A. '.fla'

B. 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

Extras

➤ **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 the following tools is used to draw lines and shapes using freehand?
a. Hand b. Zoom c. Lasso d. Pencil
3. Which of the following tools is used to draw a rectangle or a square?
a. Hand b. Rectangle c. Lasso d. Pencil
4. Which of the following tools is used to erase your drawing or a part of it?
a. Eraser b. Delete c. Lasso d. Pencil
5. Which of the following tools is used to fill color in a shape?
a. Paint tool b. Bucket tool c. Draw Tool d. Paint Bucket tool

