EVERWIN MATRIC HR.SEC.SCHOOL

11.11.19   FORMATIVE ASSESSMENT – 2   Marks-50

Std-VI(AN)   INFORMATION TECHNOLOGY   Time:1½Hrs

I. Choose the correct answer: 15x1=15

1. A _____ is a group of cells that run from the left of the page to the right.   a. Column   b. Row   c. Cell   d. Both a and b

2. _____ work sheets appear by default when you open an Excel work book.   a. Three   b. Four   c. Two   d. Six

3. _____ is a spread sheet program.
a. Word   b. Excel   c. Power point   d. Both a and b

4. _____ view divides your spread sheet into pages.
a. Normal view   b. Page break   c. Page layout   d. All the above

5. _____ enters text.   a. Ctrl + J   b. Ctrl + R   c. Ctrl + L d. Ctrl + E

6. A worksheet is divided into _____.
a. Cells and Rows   b. Rows and Columns
c. Borders   d. All the above

7. The _____ tells you the location or the name of a selected cell.
a. Name box   b. Formula bar   c. Cell   d. All the above

8. A highlighted cell boundary that indicates which cell is active at the moment is called a _____.
a. Cell Reference   b. Cell Pointer   c. Address   d. Both a & b

9. Each row has a numerical heading ranging from _____
      a. O to 1, 048, 576   b. 1 to 1,049,576
      c. 1 to 1,048,576   d. both a & b

10. ____ view is selected by default and shows you an unlimited number of cells and columns.
a. Normal   b. Layout   c. page break   d. None of the above

11. Each cell has a name, or a _____.
      a. multiple cells   b. cell address
      c. cell range   d. None of the above.

12. The point where a row and column meet is called a _____
a. Cell   b. Cell reference   c. Cell Pointer   d. Cell Range.

13. Data is entered into the _____
      a. Worksheet   b. Rows and Columns
      c. Sheet Tabs.   d. None of the above.

14. _____ inserts complete Rows in the Cell Range.
      a. Entire Row   b. Entire Column
      c. Shift Cell Right   d. None of these.

15. _____ inserts complete column in the Cell Range.
      a. Entire Column   b. Entire Row
      C. Shift Cell Left.   d. None of the above.

II. Fill in the blanks: 10x1=10

16. A workbook comes with three worksheets known as ____

17. A _____ is a group of cell that runs from the top of the page to the bottom.

18. Excel files are called _____.

19. The _____ contains all the commands you will need in order to perform common tasks.

20. By default, _____ shows the save, undo and repeat commands

21. A worksheet is divided into _____.

22. Each small rectangle in a worksheet is called _____.

23. Group of cell is known as _____.

24. The cell can contain negative and _____ Integers.

25. Cell can contain _____ and decimal numbers.

III. Match the following: 5x1=5

26. Ctrl+B   -   Underline
27. Ctrl+I   -   Moves to cell A1
28. Ctrl+U   -   Align Left
29. Ctrl+Home   Bold
30. Ctrl+L   -   Italics.
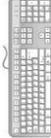
IV. Answer any three of the following: 3x5=15

31 How to start MS Excel?

32. Define Cell Reference.

33. Write the steps to insert Picture into a cell in Excel.

34. Write the ways to view a spreadsheet in a page view.

35. Can you insert row and columns in worksheet?

36. Can you insert row and columns in worksheet? If yes, write the steps to insert.

V. Name the icon: 5x1=5

1.   2.   3.   4.

5.