

**ST. ANDREWS SCOTS SR. SEC. SCHOOL**  
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Session : 2024-25

Class: VI

Subject: Computer

Topic: (Ch-2)

Q1. Fill In the blanks

1. In Excel, we can specify a row height of '0' to \_\_\_\_\_ points.
2. Click on the \_\_\_\_\_ to select the entire row.
3. The default column width is \_\_\_\_\_ characters.
4. Combining two or more cells is known as \_\_\_\_\_.
5. \_\_\_\_\_ feature automatically fills a series of data in the worksheet.

Q2. Write True or False

1. Splitting cells means to separate two cells that are previously merged
2. We can select the entire worksheet by pressing Ctrl + B
3. When you merge two cells containing some data, you will loose the data written in the second cell.
4. The default row height is 15 points.

Q3. Write the steps to use wrap text feature.

Ans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_