### ST. ANDREWS SCOTS SR. SEC. SCHOOL

9<sup>th</sup> Avenue, I.P. Extension, Patparganj, Delhi – 92 Session: 2024-25

Class: VI Subject: Computer Topic: Ch-2 Answer key

#### Q1. Choose the correct option.

- 1. (d) All of the above
- 2. (c) Worksheet
- 3. (a) 255
- 4. (b) double click
- 5. (a) Wrap Text

# Q2. Tick $(\sqrt{})$ the correct statements and cross $(\times)$ the wrong ones

- 1. ×
- 2. √
- 3. ×
- 4. √

## Q3. Fill In the blanks with correct statements

- 1. Insert
- 2. Cell Styles
- 3. Select All
- 4. Merge & center

### Q4. Answer the following questions

- 1. What is the use of copy command in the Home tab?
  - **Ans:** Copy command is used to copy content at the new place and it also exists in its original place.
- 2. Which feature of Excel allows us to display multiple lines of text inside a cell?

**Ans:** Wrap text feature of Excel allows us to add multiple lines of text inside a cell.

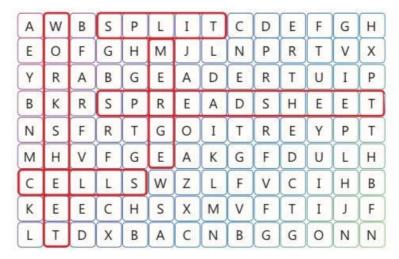
3. Write the steps to insert a row in Excel

**Ans:** To insert rows in a worksheet, follow these steps:

Step 1: Click the row heading

- Step 2: Click on Home tab.
- Step 3: Click on Insert command.
- Step 4: Select the Insert Sheet Rows option.
- 4. How will you change the row height?
  - **Ans:** The steps to change the row height are:
  - Step 1: Select the rows whose height you want to change.
  - Step 2: Click on Home tab
  - Step 3: Click on Format command.
  - Step 4: Choose the row height.
  - Step 5: Type the value that you want your row to be
  - Step 6: Click on OK button
- 5. How will you apply cell borders?
  - **Ans:** The steps to apply cell borders are:
  - Step 1: Select the cell or range of cells where you want to apply borders.
  - Step 2: Click on Home tab.
  - Step 3: Click the arrow next to Borders command.
  - Step 4: Click on the border style you would like.





# 2. Competency-based/Application based questions:

- a. Sonia can use merge cell feature of Excel.
- b. Anaya can insert a row or column to enter those marks.