

ST. ANDREWS SCOTS SR. SEC. SCHOOL
9th 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 (√) the correct statements and cross (×) 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.



Scratch Your Brain.

A	W	B	S	P	L	I	T	C	D	E	F	G	H
E	O	F	G	H	M	J	L	N	P	R	T	V	X
Y	R	A	B	G	E	A	D	E	R	T	U	I	P
B	K	R	S	P	R	E	A	D	S	H	E	E	T
N	S	F	R	T	G	O	I	T	R	E	Y	P	T
M	H	V	F	G	E	A	K	G	F	D	U	L	H
C	E	L	L	S	W	Z	L	F	V	C	I	H	B
K	E	E	C	H	S	X	M	V	F	T	I	J	F
L	T	D	X	B	A	C	N	B	G	G	O	N	N

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.