



INDIAN SCHOOL NIZWA - WORKSHEET

COMPUTER SCIENCE

CH:5 ADVANCED FEATURES IN MS POWERPOINT, CH:6 MS EXCEL

Name: _____

Date: _____

Class: VI Sec: ____

I. Choose the correct option.

1. A presentation in PowerPoint is made up of _____.
a. Pages b. Slides c. pictures d. None of these
2. For inserting audios, select audio option from _____ group in insert tab
a. Text b. Links c. Symbol d. Media
3. For inserting videos, select video option from _____ group under insert tab
a. Text b. ClipArt c. Charts d. All of these
4. In PowerPoint print option is available in the _____ tab.
a. Home b. File c. Insert d. Slide show
5. Which of these is a spreadsheet application?
a. Microsoft Excel b. Microsoft Word
c. Microsoft PowerPoint d. Microsoft Access
6. Which of the following are the PowerPoint views
a. Normal b. Slide Sorter c. Slide Show d. All of these
7. Collection of rows and columns in Excel is called:
a. Workbook b. Worksheet c. Column d. Table
8. Default number of worksheets in a Workbook
a. 1 b. 2 c. 3 d. 4
9. An Excel file is known as a _____.
a. Worksheet b. Workbook c. Document d. presentation
10. Type of data which can be entered in Excel
a. Text b. Numbers c. Formulae d. All of these



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11. _____ key is used to cancel the changes made in an active cell
a. Shift b. Escape c. Ctrl d. Enter

Shortcut key to select the entire worksheet

- a. Ctrl + E b. Ctrl + A c. Ctrl + C d. Ctrl + V

II. Write True or False:

1. We can convert a PowerPoint presentation to pictures
2. We can control the duration of a slide
3. The sound file inserted in a presentation can be of mp4 format.
4. Microsoft Excel is used to create text documents.
5. Data entered appears in Formula bar as well as in the cell.
6. We cannot reorder the slides in a presentation
7. We cannot rename an Excel worksheet
8. Non-adjacent cells can be selected using Ctrl key.

III. Fill in the blanks:-

1. _____ pane shows how the slide will look when printed
2. _____ view is used to organize the slides of a presentation
3. Transition to a slide can be applied from _____ tab
4. _____ is adding effects to the way slide change in a slide show
5. By default numbers are _____ aligned in a cell.
6. In Excel _____ is formed by the intersection of rows and columns.
7. A selected cell in Excel is called _____.
8. _____ key is used to select alternate cells.
9. A group of continuous cells which are selected is called _____.
10. The small black square in the bottom right corner of the selected cell is called _____.
11. To give a background for the worksheet, select background option from page layout tab
12. Font group is on _____ tab



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13. _____ is the extension of Excel file
14. To fill a cell with a colour, choose a colour from the _____ on the _____ tab
15. _____ uniquely identifies a cell.

IV. **Write Shortcut to do the following**

1. Move to first slide:
2. Move to last slide :
3. Move to next slide :
4. Select a slide :
5. Cut a slide :
6. Copy a slide:
7. Duplicate a slide:
8. Select all slides: