Worksheet – 10 Subject: - Computer Class: - VI Teacher: - Mrs. Suudha Sharma

Name: _____ Class & Sec: _____ Roll No. _____ Date: __.10.2021

Lesson-6

Formatting and More in Excel

Worksheet 1: Multiple Choice Questions (MCQs). Tick (✓) the correct answer.

1. c 2. a 3. c 4. d 5. b 6. c

Worksheet 2: Write (T) for True and (F) for False against the statements.

1. F 2. F 3. T 4. T 5. T 6. T

Worksheet 3: Select the suitable words and fill in the blanks.

1. Font type 2. Font style 3. Alignments 4. Row header 5. Shift 6. Ctrl

Worksheet 4: Match the following:

1-b 2-a 3-d 4-e 5-c

Fun Time:

Across:

1. To accommodate additional field, you insert this. **BLANKCOLUMN**
2. To print a worksheet use this option. **PRINT**
3. This menu contains the Save and Open options. **FILE**

Down:

4. This is placement of data within cells. **ALIGNMENT**
5. This is the most common type of border. **ALLBORDER**
6. To insert a blank column, click on Home tab and **INSERT** arrowhead button.