

STD-VI

CHAPTER 6: MORE ON EXCEL

Instructions:-

1. Do the objective questions in book. Only answers of the objective questions are given below.
2. Write question and answers in the classwork copy.

1. Circle the correct option.

a. (iii) b. (iii) c. (i) d. (ii) e. (i) f. (ii)

2. Write the name of the option that lets you do the following in Excel.

a. AutoFill b. Wrap text c. Fill Color
d. Merge & Center e. Insert Function

3. Fill in the blanks.

a. Font b. Orientation c. Enter
d. argument(s) e. #REF! f. Relational

4. Put a tick (✓) for the correct statements and a cross (✗) for the wrong ones.

a. ✗ b. ✓ c. ✓ d. ✓ e. ✗ f. ✗

5. Answer the questions.

Que a. How can you change the font colour of data in Excel?

Ans. To change the font colour of data in Excel, click the down arrow next to the Font Color option in the Font group on the Home tab and choose the desired colour from the colour palette.

Que b. Name the errors that can occur while using formulae and functions.

Ans. The errors that can occur while using formulae and functions are #####, #DIV/0!, #REF!, #VALUE! and #NAME?.

Que c. List the steps to change the orientation of text in cells.

c. To change the orientation of text in cells, follow these steps.

1. Select the desired cell or range of cells.
2. On the Home tab, click the Orientation button in the Alignment group. A drop-down list appears.
3. Select the desired orientation option from the list.

Que d. In what ways you can format numbers in Excel?

Ans. Excel provides many options to format the numbers. We can display the numbers as decimal number, fraction or a percentage, place a currency sign in front of the number, add commas to separate long numbers into thousands, etc.

Que e. Write the functions needed to do the following calculations.

Ans. (i) =SUM(A4:B4)

(ii) =TODAY()

(iii) =MAX(45,27,89)

(iv) =AVERAGE(9,8,4)

Que f. Mention the steps to add background colour to cells.

Ans. To add background colour to cells, follow these steps.

1. Select the desired cells.
2. Click the down arrow next to the Fill Color button in the Font group on the Home tab and select the desired fill colour from the colour palette that appears. The colour will be set as the background of the selected cells.

Que g. What is function? What are its two parts?

Ans. Excel has many predefined formulae that perform specific calculations. These are called functions. A function generally consists of two parts.

1. **Function name:** This is the name of a function that is used for calculations.
2. **Argument(s):** This is the value that a function uses to perform calculation. It can be a number, range, text, formula or a cell reference. Arguments appear to the right side of the function name and are enclosed in parentheses.

Que h. When does the error # VALUE! occur?

Ans. The #VALUE! error occurs when any wrong operands or arguments are used within a formula or function.

6. Application-based questions. Do this in copy write questions from book.

a.

i. Wrap text

ii. Alt + Enter

b.

i. The error #REF! means that the cell reference used in the formula or function is invalid.

ii. The error can be rectified by entering the correct cell reference in the formula.

c. AVERAGE function