Subject -Computer

Class-6

Note- Do the following assignment in your computer notebook

A. Fill in the blanks

1.   To repeat most commands or action, press_____function key

2.   _____is the default mode of the pencil tool when it is selected.

3.   Using _____tool, you can modify the start and end angle of an oval.

4.   _____ and _____buttons appear on the Formula bar.

5.   The appearance of Date and Time on a worksheet depends on the _____applied to the cell.

B. True or False

1.   Shortcut key for pencil tool is P. (.)

2.   Ctrl + A key combination is used to select a word. (.)

3.   Text tool is used to insert text on the stage. (.)

4.   To insert a new column in Excel sheet, select Add button on the Insert tab. (.)

5.   To quickly delete everything from the stage, double click on the eraser tool. ().

C. Answer in one word

1.   What is the Function of clear button in editing group:

2.   Which Function key used to edit the cell contents:

_____

D. MCQs

1.   _____Shortcut key to undo the last action:

a. Ctrl + Z   b. Ctrl+ Y.   c. Ctrl+X

2.   _____Key combination to break apart text into individual letters:

a.Ctrl + B   b. Ctrl+V.   c. Ctrl+G

3.   _____Function key used to insert a key frame:

a. F5.   b. F6.   c. F7

4.   Ctrl + V key combination is used to: ………

a. Paste.   b. Undo.   c. Cut

5.   To select the entire worksheet, press: a. Ctrl + A   b. Ctrl+ S.   c. Ctrl +D

E. Write the function of the following tools briefls

1.   Selection Tool

2.   Free Transform Tool –

3.   Camera Tool –

4.   Ink Bottle Tool

F. Answer the followings

1. Name the three models of pencil tool
2. Explain the method to insert multiple column in a worksheet
3. What is the function of undo and redo command.
4. What is the difference between paint bucket and Ink bottle tool?