

COL.MEHAR LITTLE ANGELS SR. SEC. PUBLIC SCHOOL
QUESTION BANK-CLASS VI
SUBJECT: COMPUTER
CHAPTER: 7 EDITING A WORKSHEET
CHAPTER: 9 ALGORITHMS AND FLOWCHART

Q1. Answer the following questions:

- a. How will you make modifications in cell contents using the Insert mode?
- b. What is the function of Undo and Redo command?
- c. How will you select a range and non adjacent cells in a sheet?
- d. How will you change the Date/Time format in calc?
- e. Explain any two methods for copying data.
- f. What is Auto fill feature in calc?
- g. Define the term Flowchart?
- h. What is an algorithm?
- i. What is the use of Input/output box?
- j. When do we use the process box?
- k. What is the use of the Decision box?
- l. Write the difference between a Flowchart and an Algorithm?
- m. Name some software that are available to draw flowcharts.

Q2. Answer in one word:

- a. Which key combination is used to paste the cell contents?
- b. Which key is used to select a range of data in adjacent cells?
- c. Write the shortcut key to undo last action.
- d. Name the default editing mode in LibreOffice Calc.
- e. Which option is used to delete the contents of entire row at once?
- f. What is the shortcut key for Redo command?
- g. Which mode is displayed in the status bar when make changes in a cell?
- h. Which box is used to display the final result?

Q3. Fill in the blanks with blanks:

- a. An _____ is a set of sequential steps that are developed in solving any problem.
- b. The _____ symbol represents the starting and ending of a program.
- c. The _____ box is used for writing the processing instructions.
- d. The _____ box is used to display input and output of a program.
- e. The _____ box represents all comparisons and decisions.
- f. A _____ shows continuation of the flowchart from one page to another.
- g. A decision box is represented by a _____ shape.
- h. _____ are used to connect the various geometrical symbols in a flowchart.
- i. _____ enables the user to insert or add the content in the existing cell content.
- j. _____ refers to changing the position of data either in the same sheet or in a different sheet.
- k. _____ key combination is used to select the entire sheet.
- l. _____ command is used to quickly repeat the last action that you have done using _____ command.
- m. To remove the moving dashed border after copying the text, press the _____ key.
- n. To enter the digits as text, begin the entry with an _____.
- o. Algorithm is always written in _____ language.
- p. _____ box is used to display the final result.
- q. In a flowchart, _____ indicates the sequence of steps and directions of flow.
- r. The diagrammatic representation that illustrates the steps for the solutions of a problem is called _____.

Q4. Draw the flowchart boxes for the following:

- | | | | |
|---------------|----------------------|------------|----------------------|
| a. Start | <input type="text"/> | d. Stop | <input type="text"/> |
| b. Input A, B | <input type="text"/> | e. $A=A+1$ | <input type="text"/> |
| c. Is $A > B$ | <input type="text"/> | f. Print A | <input type="text"/> |

Q5. Write algorithms for the following problems:

- To polish your shoes.
- To set your school bag.
- To calculate the sum and average of three numbers.
- To compare two numbers and find the greater one.
- To display the square of two numbers.
- To display area and perimeter of a rectangle.

Q6. Draw the following flowcharts:

- To buy stationery from market.
- To show the process of making tea.
- To calculate sum and difference of two numbers.
- To find area and perimeter of a square.
- To multiply two numbers.
- To find perimeter of a triangle.