

KERALA PUBLIC SCHOOLS
ACADEMIC YEAR 2020-21
HOME ASSIGNMENT



CLASS : VI
DATE: 22.09.2020 to 05.10.2020

SUBJECT	ASSIGNMENT																
MATHS	Chap-5 Fractions [Ex-5(A), 5(B), 5(C),5(D),5(E),5(F),5(G)]																
SCIENCE	<p>CHAPTER- 9 THE LIVING ORGANISMS AND THEIR SURROUNDING</p> <ol style="list-style-type: none"> 1. Read the chapter-The living organisms and their surroundings 2. Mark the difficult words in your notebook. Write the key terms in your notebook given at the end of the chapter. 3. Write Activity 1, 2 and 3 in the notebook given in the pg no- 125, 127 and 131. 4. Draw the diagram of Average life span of living organisms in the notebook given in the pg no- 132. 5. Write solved answers given in the end of the chapter. 6. Write the short answers given in the end of the chapter. 7. Write the long answers given in the end of the chapter. <p>Q.1. Describe the different types of Habitat for different organisms. ANS- Habitat can be terrestrial or aquatic. The plants and animals that live on land are said to live in terrestrial habitats. On the other hand the habitat of the plants and animals that live in water are called aquatic habitats. Ponds, swamps, lakes, rivers and oceans are some examples of aquatic habitat.</p> <p>Q.2 Describe the different types of Terrestrial habitats with examples. ANS- Terrestrial habitat refer to the land where all plants and animals survive some terrestrial habitats are deserts, mountain and grasslands. Features of desert – the climate of deserts is dry and hot with very little vegetation. Eg- for animal- camel Eg- for plant- succulent plant Features of mountain Regions- The mountain habitat is very cold and in some areas snowfall takes place in winter. Eg- goats and yark Features of grasslands- Many animals live in the grasslands and in forests. Eg- lion, tiger and deer.</p> <p>3.Q Describe the difference between living being and Non- living Things. Ans- Respiration- living beings Living beings respire.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Characteristics</th> <th style="width: 35%;">Living Being</th> <th style="width: 40%;">Non-living Things</th> </tr> </thead> <tbody> <tr> <td>Respiration</td> <td>Living beings respire.</td> <td>Respiration does not occur in non-living things.</td> </tr> <tr> <td>Food</td> <td>Living beings take food for nutrition and get energy.</td> <td>Non-living things do not need nutrition.</td> </tr> <tr> <td>Movement</td> <td>Living Beings show locomotion and movement.</td> <td>Movement is absent in non-living things. In case of motion in a non-living, power is needed from some external agent.</td> </tr> <tr> <td>Growth</td> <td>Living beings show</td> <td>Non-living things do not grow. Growth</td> </tr> </tbody> </table>		Characteristics	Living Being	Non-living Things	Respiration	Living beings respire.	Respiration does not occur in non-living things.	Food	Living beings take food for nutrition and get energy.	Non-living things do not need nutrition.	Movement	Living Beings show locomotion and movement.	Movement is absent in non-living things. In case of motion in a non-living, power is needed from some external agent.	Growth	Living beings show	Non-living things do not grow. Growth
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		growth. They grow internally.	in some of the non-living things occur externally.
	Reproduction	All Living beings produce their own kinds.	Non-living things cannot produce their copies.
	Q.No 04 – Describe the life span with the help of diagram. Ans – Reference pg 132.		
HINDI	<p>साहित्य(तब याद तुम्हारी आती है) 1.पाठ को ध्यानपूर्वक पढ़े तथा समझे । 2.पाठ में से दस कठिन शब्दों को चुनकर अपनी उत्तर-पुस्तिका में लिखें । 3.शब्दार्थ- झुरमुट-पास-पास उगी झाड़ियाँ मुसकाती-मंद हंसी हँसती हुई सिरजनहार-निर्माता,सृष्टि को बनाने वाला मस्ती-आनंद महफिल-सभा,गोष्ठी शान-ठाट-बाट ज्वार-समुद्र के जल का ऊपर उठना 4. निम्नलिखित प्रश्नों के उत्तर को अपनी उत्तर-पुस्तिका में करें तथा कंठस्थ करें - (i) इस कविता के रचयिता कौन है ? उत्तर- इस कविता के रचयिता ‘रामनरेश त्रिपाठी’ है (ii) प्रातः काल चिड़िया कैसे गीत गाती है ? उत्तर-प्रातः काल चिड़िया खुशी के गीत गाती है (iii) किन-किन प्राकृतिक दृश्यों पर मुग्ध होकर कवि को ईश्वर की याद आ जाती है ? उत्तर- सुबह-सुबह चिड़ियों की चहचाहट ,कलियों का खिलना,मुस्काना ,खुशबू बिखेरना ,बारिश होना उसके बाद की हरियाली,ठंडी-ठंडी हवा का चलना,तारों की चमक ,चाँद की रोशनी का बिखेरना,सागर में ज्वार उठना ,आदि प्राकृतिक दृश्यों पर मुग्ध होकर कवि को ईश्वर की याद आ जाती है (iv) बूंदें किस प्रकार गिरती है ? उत्तर- बूंदें छम-छम गिरती है (v) कवि ने प्रातः काल के वातावरण का सजीव चित्रण किस प्रकार किया ? उत्तर- कवि ने प्रातः काल के वातावरण का सजीव चित्रण इस प्रकार किया है ,सुबह होने पर चिड़िया चहकने लगती है कलियाँ मुसकाने लगती है एवं उसकी खुशबू चारों ओर फैलने लगती है,अपने मुसकान के द्वारा अपने आलस को छोड़कर अपने-अपने कामों में लग जाओ </p>		

	<p>5. विलोम शब्द-</p> <p>i. बहुत x कम ii. ईश्वर x दानव iii. खुशी x दुखी iv. घर x बाहर v. देश x विदेश</p> <p>6. वाक्य बनाओ ।</p> <p>1. फूल- मेरा प्रिय फूल कमल है । 2. सिरजनहार- हमारे सिरजनहार ईश्वर है । 3. सागर –हमें अपने हृदय को सागर सा गहरा रखना चाहिए । 4. बिजली- बिजली चम-चम चमकती है ।</p> <p>हिन्दी भाषा –अपठित गद्यांश दिए गए गद्यांश को पढ़कर उत्तर दें-</p> <p>मनुष्य का जीवन संघर्षों से भरा है । यदि जीवन में संघर्ष और असफलता न हो , तो सफलता के आनंद की सच्ची अनुभूति भी नहीं हो सकती । पराजय होने पर भाग्य को दोषी ठहराना , पतन की ओर ले जाता है । यदि सच्ची लगन हो और सफलता के कारणों को ढूंढकर नए उत्साह के साथ ईमानदारी से प्रयास जारी रखें, तो सफलता मिलना निश्चित है । कहा जाता है कि दृढ़ इच्छाशक्ति वाला मनुष्य कभी असफल नहीं होता । निरंतर संघर्ष करने वाला व्यक्ति ही पूरी तरह निखरता है और अंत में विजय प्राप्त करने में सफल होता है । दूसरी ओर मन से हार जाने वाला व्यक्ति आरंभ से ही गलत तर्क गढ़ने लग जाता है और आलसी बनकर अपने भाग्य और जीवन को कोसते रहता है ।</p> <p>क. यदि जीवन में असफलता न हो, तो क्या अनुभव नहीं होगा ? ख. कैसा मनुष्य कभी असफल नहीं होता ? ग. आलसी व्यक्ति किसे कोसता है ? घ. उत्साह और ईमानदारी से प्रयत्न करने पर क्या मिलती है ? ङ. विलोम शब्द लिखें- सफल, हार, पराजय, ईमानदारी, निश्चित, गलत, च. गद्यांश का उचित शीर्षक दें ।</p>
<p>ENGLISH</p>	<p>Topic: Language – Notice Writing Literature Ans. When I Was Twelve (Prose)</p> <p style="text-align: center;">CHAPTER – NOTICE WRITING</p> <ul style="list-style-type: none"> • A notice is a short piece of communication written in formal style to convey

important information to a group of people in an organisation.

- **Features of notice writing:**

- ✓ A notice is written within a box.
- ✓ The name of the school or the issuing authority is written on the top.
- ✓ The word 'NOTICE' should be mentioned.
- ✓ A precise title should be clearly given to indicate what the notice is about.
- ✓ The notice must be simple and concise and the tone must be impartial and formal.
- ✓ It must contain all the relevant informations related to the subject including date, time, place and any other details if required. In case of a lost object, the notice must include details of what was lost , when it was lost, where it was likely to have been lost and how to return it to its owner.
- ✓ On the lower left bottom corner of the notice, the name and designation of the person writing the notice should be mentioned.

- **Points to Remember While Writing a Notice**

As said earlier, notices should follow a proper format; notices should also cover some important points about the information to be communicated.

A well written notice is that which informs readers about these 5 Ws.

- **What** is going to happen (i.e. the event)?
- **Where** will it take place?
- **When** will it happen (i.e. date and time)?
- **Who** are eligible for it?
- **Whom** to contact for further information (i.e. the issuing authority)?

Effective Notice Writing Format

Here, we will take a look at the ideal format for the notice writing that you should follow.

the **name of the organization/authority** issuing the notice

the **title** saying 'NOTICE'

the **current date**

a **heading/title** to introduce the subject of the notice (center aligned)

the **body** of the notice (left aligned)

the **writer's signature, name** (in block letters), and **designation** (left aligned)

XYZ International School, Delhi — Organization's Name

NOTICE — Title as "NOTICE"

23 December 2019 — Current Date

Christmas Gatherings — Title of the Subject

On the auspicious occasion of Christmas, the School has organized a gathering followed by dinner. All students of the school are requested to attend the event at 6:00 pm on the 25th of December 2019. — Body of the Notice

D. Kumar
Principal, XYZ International School
Delhi — Writer's Name, Designation & Signature

- **Important Tips related to Notice Writing:**

The followings are a few important tips that you must remember while writing a notice. These tips may seem simple but are very useful at the time of penning the notice.

- Highlight the “TITLE” and “NOTICE” (make it bold or underlined).
- Always write in Passive form.
- Try to keep the body of the notice within the limit of 40Ans.50 words.
- Use simple words and easy to understand short sentences.
- Use only formal language to write.
- Keep it precise and short – repetition of words is not allowed.
- Make it presentable and clear to read.
- Make your notice catchy and appealing.
- Use standard abbreviations whenever needed.
- You are Monali Sen of Class VI A, Roll No – 71, Sriram School, Kolkata. You have lost your tiffin box probably in the school canteen. Write a notice to be put up on the school notice board.

SRI RAM SCHOOL

NOTICE

18 September 2020

Lost! Lost! Lost!

I have lost my red Tupperware tiffin box in the school canteen on 15 September.

If anyone finds it, please deposit it in the school office.

MonaliSen

Class VI A

Roll No. 71

Home Assignment

Do question number 2,3,4,5 and 6 on your own from your grammar book (pg. 142)

Literature

CHAPTER – When I Was Twelve (PROSE)

About the writer:

R K Laxman (1924 – 2015) was one of modern India's most important political cartoonists. From 1951 till his death, his pithy, satirical attacks on the trials and tribulations of ordinary Indians, based in his character, The Common Man, appeared in the Times of India. His skills as a humorist were also evident in the few novels and many short prose sketches that he wrote over his career. He was a recipient of the Ramon Magsaysay Award and the Padma Vibhushan.

Word – meanings:

- i. formidable – extremely impressive in strength or excellence, fearsome
- ii. caricature – a funny drawing of someone that makes her or him look silly
- iii. bristling – containing short, stiff, spiky hair
- iv. subconsciously – unintentionally
- v. porch – an entrance covered by a roof
- vi. compulsive – behaviour that is very difficult to stop or control
- vii. woo – persuade, seek someone's favour

Antonyms:

- i. excellent x poor
- ii. relax x anxious
- iii. scolded x complemented

iv. proud x ashamed

Answer these questions with reference to the context:

1. It was the most elegant school and not the kind of Municipal schools we have today.

a) Which school is the most elegant?

Ans. The Kannada Municipal school where Laxman went was the most elegant school.

b) Who went to this school?

Ans. RK Laxman, India's most famous political cartoonist went to this school.

c) What does the speaker think about present day municipal schools?

Ans. The speaker feels that present day municipal schools are not upto the mark.

2. So we mumbled and he twisted our ears and shouted.

a) What did they mumble?

Ans. They mumbled the answers while speaking.

b) Who is the 'he' referred to here?

Ans. 'He' is the Arithmetic teacher.

c) Why did he twist their ears?

Ans. He twisted their ears because they could not answer his questions and in addition, kept mumbling.

3. A man with bristling moustache, teeth and all that developed as the questions went on.

a) Who was this man?

Ans. That man was the Arithmetic teacher.

b) What does 'all that developed' refer to?

Ans. 'All that developed' refers to the caricature that Laxman was drawing.

c) What is the significance of 'as the questions went on'?

Ans. 'As the questions went on' refers to the fact that Laxman had become quite obvious to the fact that he might get caught caricaturing his teacher.

Answer these questions in brief:

1. Who do you think are referred to as 'we' at the beginning of the extract by the author?

Ans. 'We' probably refer to the author's contemporaries.

2. How did Laxman relate things and creatures to personality?

Ans. Laxman felt that a personality gets rubbed off onto inanimated objects. By figuring that out, he was able to relate things and creatures to personalities.

3. Why did Laxman think that his school was better?

Ans. Laxman thought his school was good because of the quality of the teachers and the fact that even the Maharaja of Mysore took an interest in it.

4. How did the teacher react to Laxman's caricature?

Ans. The teacher was not happy about Laxman's caricature at all. Laxman had his ear boxed and got some further punishment as well.

5. Why did the caricature amuse everyone but not the cook?

Ans. Not everyone is sporting enough to see the humour in one's own caricature and the cook certainly was one such person.

6. How did the cook react to his caricature?

Ans. The cook refused to cook for the wedding.

	<p>Answer these questions:</p> <p>1. Do you think Laxman and his classmates were really weak in Arithmetic? Give reasons. Ans. Laxman and his classmates were weak in Arithmetic and they performed even worse because they were so scared of their teacher. We can say it with a surity because Laxman and his friends were afraid that they would be punished even if they got the answer correct.</p> <p>2. How did Laxman’s fear of his teacher get reflected in his caricature? Ans. Laxman’s fear of the teacher was evident to the fact that his caricature also took the shape of a scary tiger.</p> <p>3. What did he mean when he said, ‘I got nothing out of the $2 + 4 - 1$’? Ans. Laxman implies that Arithmetic was not his strong suit and it was not that helped him lead his life later on.</p> <p>4. How does a cartoonist rub people on the wrong side? Ans. A cartoonist work is of great fun, until we ourselves become the subject of his or her caricatures. When that happens, the subject inevitably gets rubbed the wrong way.</p> <p>5. How did Laxman’s family make the cook feel important? Ans. It was like, the people who never stood up for anyone also stood up when the cook arrived. Everyone hung upon the cook’s words. They flattered him by telling him that it was he who knew best of what was needed. Then, overcoming nerves, they even offered him coffee.</p> <p>6. Why was Laxman not scolded for making a caricature of the cook? Ans. Laxman’s family was the enlightened one and always supported his unique skills. They neither encouraged nor discouraged him, but allowed him to pursue his talents and when he made progress, took great pride in him.</p> <p>7. How did Laxman’s family support him in becoming a cartoonist? Ans. As an enlightened family, Laxman’s parents neither encouraged him nor discouraged him. They allowed him to work at his talents. They left him with a piece of chalk at the age of three and then a pencil at the age of six or seven and then colour pencils and paint boxes. And as he progressed from class to class, they always showed pride in his achievements.</p> <p>8. What does RK Laxman think about the art of caricaturing? Ans. For Laxman, the secret of caricaturing is in finding extensions of people’s personalities in other creatures or objects. In addition, he also realises that a caricaturist should make peace with rubbing people the wrong way all the time.</p> <p>Think and answer:</p> <p>1. Can humour be good or bad? Justify your answer in your own words considering your real life experiences.</p> <p>2. What is the importance of cartoonist and comedians in a society? Discuss with your family and friends.</p> <p>CREATIVE CORNER: Heading: CORONATOON Activity: Draw a caricature based on the theme of COVID –19 coronavirus outbreak in your English notebook with a social message depicting its impact on society and world economy.</p>
<p>SOCIAL STUDIES</p>	<p><u>Ch. – 5 THE VEDIC PERIOD</u></p> <p>I. Read the chapter and underline the difficult words in the textbook.</p> <p>II. Quick revision 1 and 2 to be done in the textbook.</p> <p>III. Write down the key words in the notebook after writing the title of the chapter and date.</p>

IV. Do the exercises in the notebook:

1. Tick the correct options.
2. Fill in the blanks.
3. Write true and false.

4. WRITE SHORT ANSWER TYPE QUESTIONS:

1. How many Vedas are there according to our tradition? Name them as well

Ans. There are four Vedas according to our tradition; they are Rigveda, Yajur Veda, Samaveda and Atharvaveda.

2. What were Sabha and Samiti?

Ans. Sabha and Samiti were the two assemblies. The Sabha was an assembly of important people or elders with experience and wisdom. The Samiti was a general assembly which had a representative from every family.

3. State the reasons for which battles were fought?

Ans. Battles were fought for possession of cattle, grazing grounds, for growing crops, for river water and also to capture people.

4. What were the characteristic features of Megalithic culture?

Ans. The characteristic features of Megalithic culture are as follows:-

1. Close relation to Iron Age
2. Usage of black and red ware

5. Who were Dasas?

Ans. The people who composed the Rigveda hymns described their opponents as Dasas or Dasyus. These were people who did not perform sacrifices and spoke different languages. Later the term dasa came to mean slave.

5. LONG ANSWER QUESTIONS:

1. In how many sections was the society divided? Write about them in detail.

Ans. The society was divided into four sections i.e., Brahmin, Kshatriya, Vaishya and Shudra. The priests who looked after the religious matters and recited prayers were Brahmins. The kings and the warriors who protected the community and tribe were the Kshatriyas. The Vaishyas were mainly farmers and craftsmen and the people who worked for others were the Shudras.

2. How was the life of the people towards the end of Vedic period?

Ans. The Around 1,000 BCE, the rajans were kings who had proper kingdoms and armies. Their esteem depended on the extent of the area they controlled. They adopted titles such as Samrat and Maharajadhiraja. They performed yagnas like rajasuya (to gain power) and ashvamedha (to expand kingdom). The kingdoms grew larger and kings became more powerful.

Agriculture remained the main occupation of the people in later Vedic period. The use of iron made better weapons and heavier agriculture equipment. Improvement in crafts like weaving, jewellery making, pottery, carpentry, etc. were also seen.

Brahmins and Kshatriyas contributed the ruling society. Many Vaishyas shifted their occupation to trade and crafts. Whereas, Shudras were engaged in menial jobs.

During this period, caste system also became prominent and rigid with the emergence of many sub-castes as well. The division of jobs took place according to the castes and sub-castes.

3. Write an account of the contemporary Chalcolithic settlement- Inamgaon.

Ans. Inamgaon is in Maharashtra and it is a contemporary Chalcolithic settlement. It is a site on the river Ghod a tributary of river Bhima. It was occupied 3,600 to 2,700 years ago. Around 134 mud houses were excavated. It was found that burial of the dead was done in a systematic manner. The deads were buried either in a compound or inside the house. They were buried in north-south direction with the head towards the north. Vessels containing food

	<p>items were buried along with them which proves that they believed in life after death.</p> <p>4. Write a short note on Megalithic culture.</p> <p>Ans. The word 'Megalith' means 'big stone'. Megaliths have also been found in the Tekkalakota and Brahmigiri, north-east India and north-west India (including Kashmir). Huge stones or boulders were arranged in circular pattern. They were probably used to mark graves and burial sites.</p>
SANSKRIT	<p>STD VI</p> <p>पाठ -14 कर्मकारक</p> <p>अभ्यास - 2, 3, 6</p> <p>पाठ-16 करणकार अभ्यास -2, 4, 5</p>
G.K	<p><u>CLASSICAL CHARACTERS FROM TIME (Pg no: 50-51)</u></p> <ol style="list-style-type: none"> 1. <u>Nemo</u> was the captain of the Nautilus in Twenty Thousand Leagues Under the Sea. 2. Being one legged is a characteristic of the pirates of the Treasures Island <u>John Silver</u>. 3. <u>James Hilton</u> authored the novel Lost Horizon. 4. John H. Watson was named after this character , in Windows Operating System debugger program , whose friend was <u>Sherlock Holmes</u>. 5. <u>Raksha</u> was the forest mother of Mowgli. 6. Captain Anab was in <u>Moby Dick</u> classic. "A Tale of Two Cities" a classic by <u>Charles Dickens</u> we meet Charles Darnay , Sydney Carton and Doctor Manette. 7. <u>Clint Eastwood</u> had a long career ,with a filmography that's equally prolific and acclaimed as both actor and director. However , his most iconic role in any capacity is his turn as The Man With No Name in Sergio Leone's Dollars Trilogy. <p><u>DIVERSE INDIAN LANGUAGES (Pg no: 52 -53)</u></p> <p><u>A: Tick the correct answers.</u></p> <ol style="list-style-type: none"> 1. "Apana kemiti achanti" means "How are you" in which language? b) Odia 2. "Ami Tomake Bhalo Bhasi" means "I love you" in which language? c) Bengali 3. "Su Che Bhai?" is a phrase" Whats the matter brother?", but in which language? c) Gujrati 4. "Nan Unanthu anpu" means "I love you". Can you tell in which language this

phrase is used?

d) Tamil

5. “Dhanyavadula” means “ Thank you” in which south Indian language ?

d) Telugu

6. How many official language were recognised by the Eight Scheduled of the Indian Constitution?

d) 22

7. In ancient India, all of the Vedas, religious books in Hinduism were compiled in which language?

a) Sanskrit

8. Gujarat- Gujarati, West Bengal-Bengali, Tamil Nadu-Tamil, Haryana-

c) Haryanvi

B. Read the following information and answer the question that follows:

1. The number of languages recognised by the Indian Constitution is **22**.

2. The official language of Goa **Konkani**.

3. As per Article 343(1) of the Indian Constitution, the official language of India is **Hindi in Devnagiri Script**.

4. At the inception of Indian Constitution in 1950, the number of recognised language was **14**

5. Number of identifiable mother tongues as per Ministry of Statistics and Programme Implementation report of 2011. **234**

6. The official language of Jammu and Kashmir is **Urdu**.

7. The official language of the Supreme Court and High Court as prescribed by the Constitution of India is **English**.

8. Foreign language commonly spoken in Puducherry is **French**.

9. The Indian language known as the ‘Italian of the East’ is **Telugu**.

10. The first language to be conferred the status of a Classical language. **Tamil**

POETRY QUIZ (Pg no: 54-55)

1. There is another sky
Ever serene and fair,
And there is another sunshine,
Though it be darkness there;
Never mind faded forests, Austin
Never mind silent fields.

Emily Dickinson.

2. Pretty woman wonder
where my secret lies.
I'm not cute or built to suit a
fashion model's size

But when I start to tell them,
They think I'm telling lies.

I say.

Maya Angelou

3. I wandered lonely as a cloud,
That floats on high o'er vales and
hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the
breeze.

William Wordsworth

4. I taught myself to live simply
and wisely,
to look at the sky and pray to
God,
And to wander long before
evening
to tire my superfluous worries.

Anna Akhmatova

5. All the world's a stage, And all the men and
women merely players;
They have their exits and their entrances,
His act being seven ages .At first, the infant,
Mewling and puking in the nurse's arms.

William Shakespeare

6. I was angry with my friend;
I told my wrath, my wrath did
end.
I was angry with my foe:
I told it not, my wrath did grow.

William Blake

7. O Captain! My Captain!

Our fearful trip is done;
The ship has weather'd every rack, the
Prize we sought is won;
The port is near, the bells I hear, the
People all executing,
While follow eyes the steady keel, the
vessel grim and daring:
But O heart! heart! Heart!
O the bleeding drops of red,
Where on the deck my Captain Lies,
Fallen cold and dead .

Walt Whitman

8. I went down to the river,
I set down on the bank.
I tried to think but couldn't,
So I jumped in and sank.

Langston Hughes

COMPUTER Chapter 5: Working with Excel 2013

- Read the chapter carefully and learn and write all the tech terms given on page number 82, in your notebook.
- Do all the objective type questions (Fill in the blanks, True or False & Choose the correct option) given in page no. 82 & 83, in your notebook.
- Do all the Application based questions given in pg no. 84, in your notebook.

➤ **DESCRIPTIVE TYPE QUESTIONS :**

- 1. How many rows and columns are there in a worksheet of Excel 2013? How are they labeled?**

Ans. A worksheet in Excel 2013 contains 1,048,576 rows and 16,384 columns.

Rows are numbered from top to bottom along the left edge as 1,2,3 and so on.

Columns are labeled from left to right using letters A, B, C, ..., AA through XFD.

- 2. Explain the following worksheet view options:**

a. Normal View – This is the default view of a worksheet. This view shows all the rows and columns in a active worksheet.

b. Page Layout View – It divides an active worksheet into pages.

c. Page Break View - It gives you an overview of a worksheet with page breaks and gives an idea about the number of pages required to print the data in the worksheet. We can adjust the page breaks to increase or decrease the number of pages that will hold the data.

3. What is a range? How will you select a range of cells A2:D5?

Ans. A range is a rectangular block of cells that touch each other along a line.

To select a range of cells A2:D5, place the mouse pointer at cell A2. Keep the left mouse button pressed and drag it diagonally to the cell D5. The range A2 to D5 is represented as A2:D5.

4. How will you select the following?

a. Row 5 – To select Row 5, click on the Row heading numbered 5 on the left side of the worksheet. The Row 5 will be selected.

b. Column C – To select Column C, click on the Column heading labelled C on the top of the worksheet. The complete Column C will be selected.

c. Entire worksheet – To select the entire worksheet, click the **Select All** button located at the intersection of the row and column headings or we can press the keyboard shortcut- ‘Ctrl + A’.

5. How will you select the long range of cells A1:H50?

Ans. To select a long range of cells A1:H50 -> Click on the cell A1-> Press the F8 key. The EXTEND SELECTION mode is turned on-> Now click on the cell H50. The range of the cells will be selected ->Press F8 key again to turn off EXTEND SELECTION mode or press Esc key.

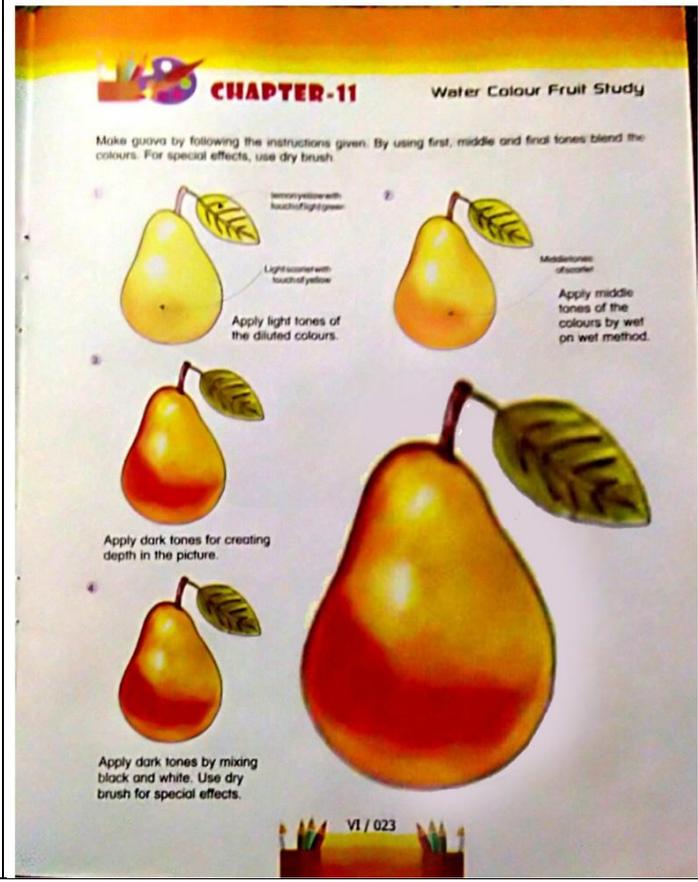
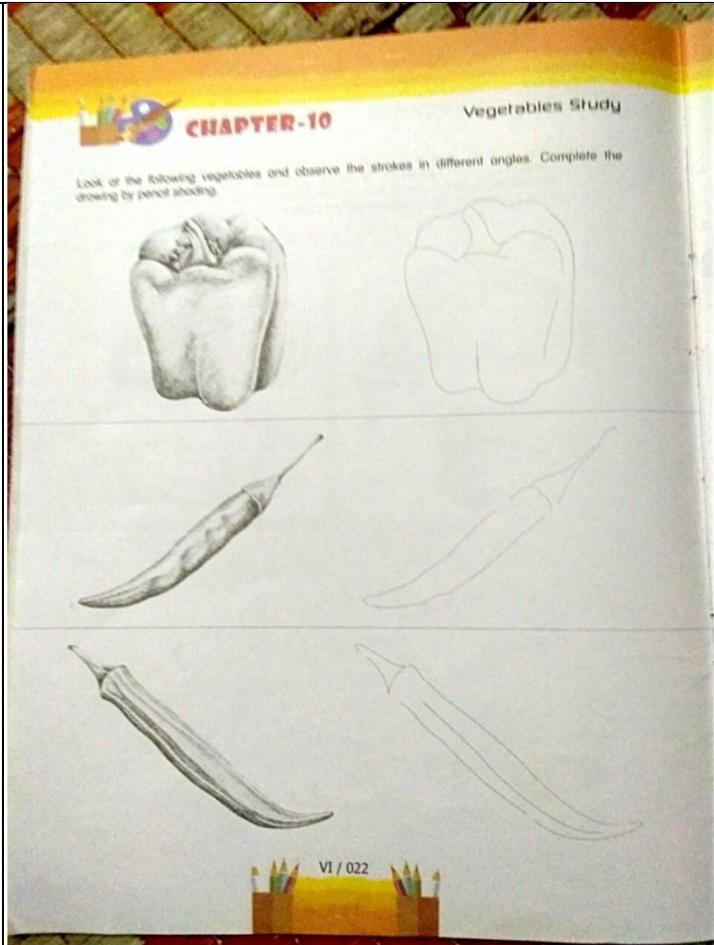
6. Name the buttons that appear to the left of the formula bar as soon as you start typing in a cell.

Ans. The three small buttons that appear to the left of the formula bar as soon as we start typing in a cell are :

The Cancel button  - It can be used to cancel the data entry without pressing the Delete key.

The Enter button  - Clicking this button is equivalent to pressing the

	<p>Enter key.</p> <p>The Insert Function button  - It is used to display the Insert Function Dialog box.</p> <p>7. Name the types of data you can enter in a worksheet.</p> <p>Ans. The types of data that can be entered in an Excel 2013 worksheet cell are numbers, text and formula.</p> <p>8. How will you add one more worksheet to an Excel workbook?</p> <p>Ans. We can add more worksheets to an existing Excel workbook by clicking on the New Sheet icon indicated by a plus sign + , beside the Sheet tab at the bottom of the worksheet.</p>
DRAWING	<p>Topic - VEGETABLE STUDY AND WATER COLOUR FRUIT STUDY</p> <p>Work to be done : Complete page 22 and page 23</p> <p>as per instruction given in your drawing book.</p>



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