

VASISHTHA GENESIS SCHOOL, BABEN, BARDOLI

(Academic Session: 2026-27)

Date: _____ **Class:** V **Div:** A / B / C / D **Roll No:** _____ **Sub:** Computer
Name: _____ **Term 1 Revision Worksheet -02**

Q6. Differentiate between the following:

i.	File	Folder
	A file is a collection of data and information.	A group of files saved together under a common name is called a folder.
ii.	Copying File	Moving File
	Copy means placing the same file or folder in a new location without removing it from its original location.	Move means removing the file or folder from its original location and placing it in a new location.
iii.	List View	Tiles View
	It displays the contents as a list of file or folder names preceded by small icons.	It displays the medium sized icons.
iv.	Workbook	Worksheet
	The collection of worksheet in a spreadsheet program is called Workbook.	The rows and columns in Excel collectively called Worksheet.
v.	Cell	Active Cell
	The intersection of each row and column in a worksheet is called cell.	The Active cell has dark border around it. By default active cell in the screen is A1.
vi.	Undo	Redo
	➤ Undo option will cancel the last change you made in the worksheet.	➤ Redo option is used to reverse the result of using the Undo feature.
	➤ The shortcut key for Undo is Ctrl + Z.	➤ The shortcut key for Redo is Ctrl + Y.
vii.	Moving Data	Copying Data
	➤ While moving data, the data disappears from its original location and appears at the new location.	➤ While copying data, the data appears in both the original and new location.
	➤ The shortcut keys to move data are Ctrl + X and Ctrl + V.	➤ The shortcut keys to copy data are Ctrl + C and Ctrl + V.

Q7. Answer the following questions:**i. Write the names of main folders in Windows 10.**

Ans. The names of the main folders in Windows 10 are – Documents, Pictures, Music, Videos and Downloads.

ii. What is the role of File Explorer in Windows 10?

Ans. File Explorer is used for viewing, managing, and organizing files and folders stored on a computer. It helps us efficiently access and arrange our data.

iii. Why we save a workbook?

Ans. We save workbook to reuse it or share it with others. Saved file can be opened and used on other computers also. By default, workbook is saved with .xlsx file extension.

iv. What is the purpose of generating a series?

- Ans. 1) Auto Fill feature of Excel is used to add duplicate entries or a data series to your worksheet cell.
- 2) You can create your own custom data lists as well as use built-in lists of common entries.
- 3) It will save your time by completing the text or number series for you.

v. Write the steps to delete a worksheet in Excel?

- Ans. The steps to delete a worksheet are:
1. Right Click on the worksheet tab. The context menu will appear.
 2. Click on Delete option. (Excel will delete the worksheet)

vi. What is the use of Microsoft Excel?

- Ans. Microsoft Excel is used to organize and maintain data, complete calculations and represent data in graphs.

vii. What is conditional formatting?

- Ans. Conditional formatting is used to assign certain formatting only when the value of the cell meets the specified condition.

viii. Why do we need to select cells in Excel?

- Ans. We need to select cells in Excel to perform tasks like editing, calculating and formatting. The easiest way to select a cell is to move the mouse pointer to the cell and click on it.

ix. What is the need of formatting in Excel?

- Ans. Formatting is needed to display the worksheets in an attractive and more legible outlook.

x. Write the steps to delete a column in a worksheet.

- Ans. The steps to delete a column in a worksheet area.
- a. Select the column that we want to delete.
 - b. Click on Home tab, then click on the down arrow of Delete.
 - c. Click on Delete Sheet Columns.
- Excel will delete the column.

xi. Write the steps to remove conditional formatting.

- Ans. The steps to remove conditional formatting area.
- a. Select the cells from where we want to remove the conditional formatting.
 - b. Click on Home tab.
 - c. Click on Conditional Formatting.
 - d. Choose on Clear Rules.
 - e. Click on Clear Rules from Selected Cells from the side menu.

Q8. Label the following window:

