

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN EXCEL 2016

Chapter-6

A. Tick (✓) the correct option.

- Which of these displays the name of the workbook?
a. Ribbon b. Title Bar ☐ c. Name box ☐
- A selected group of cells is called
a. Column ☐ b. Data ☐ c. Range ☐
- We can use this to fill cells with repetitive or sequential data.
a. Formula Bar ☐ b. Fill Handle ☐ c. Insert Tab ☐
- The short key to delete a row or column is
a. Ctrl+Z ☐ b. Ctrl+D ☐ c. Ctrl+ - ☐

B. Fill in the blanks using the given words.

- Replacing the content means the data. (Copying/Overwriting)
- We can select an entire Row by clicking on the row number. (Left/Right)
- When a cell is selected in a worksheet, a solid square called appears at the lower right corner of the cell. (Fill Handle/Resize Handle)
- We can select multiple cells by keeping the key pressed. (Enter/Ctrl)

C. Answer in one word.

- What is it called when we do not need to replace the text completely but to correct or modify the content of the text?
- Where should we click to select an entire worksheet?
- What is the key combination for Redo Option?
- Paste option is present under which group?