

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING IN EXCEL 2016

Chapter-6

A. Write 'T' for true and 'F' for false. Correct the false statements.

- Redo command is used to redo the last undo action.

.....

- Shortcut key to select the entire data is Ctrl + V.

.....

- Copying and moving data is same.

.....

B. Answer the following questions:

- Write the steps to delete cell contents.

.....

- Write the two ways to select a range of cells.

.....

- Write the steps to insert date in a cell.

.....

C. Write shortcut keys for the following:

- To copy the text

- To paste the text

- To edit a cell

- To select the entire worksheet