

Worksheet

Name:

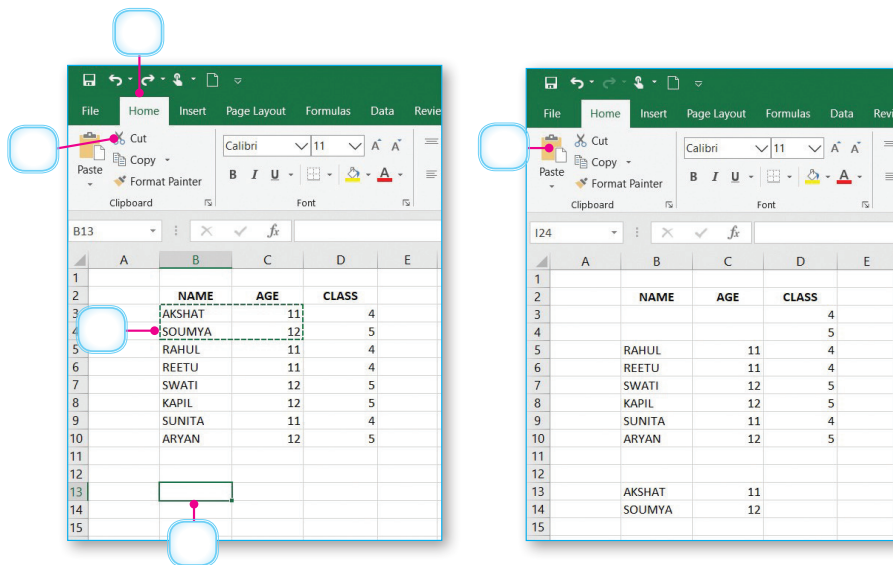
Roll No: Class: Section:

Date:

EDITING CELL CONTENTS IN EXCEL 2016

Chapter-5

A. Label the steps in the following window to move the data.



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

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

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

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- Copying and moving data is same.

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C. Answer the following questions:

- Write the steps to delete cell contents.

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

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- Write the steps to insert date in a cell.

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