

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## EDITING CELL CONTENTS IN EXCEL 2016

### Chapter-5

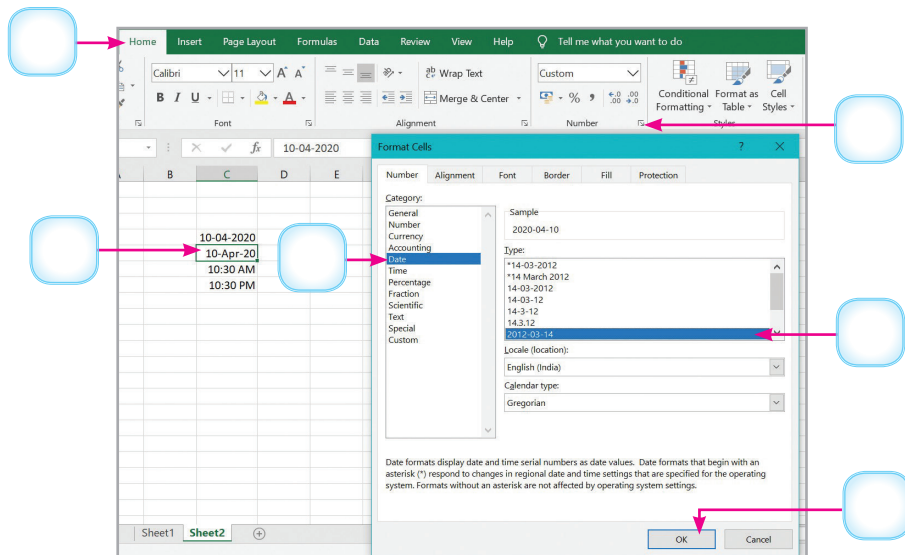
#### A. Tick (✓) the correct option.

- Which of the following keys are used to select multiple cells?
  - Shift
  - Ctrl
  - Alt
- Which of the following is a feature is used to fill a series automatically?
  - Fill automatically
  - Autofill
  - Automatic Fill
- Which of these is not a data type in Excel?
  - Labels
  - Digits
  - Formula

#### B. Write 'T' for true and 'F' for false.

- You cannot select multiple cells in excel .....  
.....
- Alt + A is the shortcut to select entire worksheet. ....  
.....
- You can reverse an action by clicking on the undo command. ....  
.....
- You can use the keyboard and mouse to select the entire worksheet. ....  
.....
- Clicking on the row header will select the entire column. ....  
.....

#### C. Label the steps to enter date and time in the given Excel window.



Class -5