

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING IN EXCEL 2010

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.

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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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B. 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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C. Write shortcut keys for the following:

- To copy the text
- To paste the text
- To edit a cell
- To select the entire worksheet