

# Worksheet

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Name: .....

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

Date: .....

## EDITING IN EXCEL 2021

## Chapter-6

### A. Tick (✓) the correct option.

- The short key to select the whole worksheet is .....  
 a. Ctrl+S ☐    b. Ctrl+Z ☐    c. Ctrl+A ☐
- A selected group of cells is called .....  
 a. Column ☐    b. Data ☐    c. Range ☐
- We can use ..... to fill cells with repetitive or sequential data.  
 a. Formula Bar ☐    b. Fill Handle ☐    c. Insert Tab ☐
- What is the keyboard shortcut to select an entire worksheet?  
 a. Ctrl+Z ☐    b. Ctrl+D ☐    c. Ctrl+A ☐

### B. Fill in the blanks using the hints given below.

- 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? .....