Worksheet 2

Name: ....

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

Date: ....

EDITING IN EXCEL 2021

A. Write the key combinations to perform the following tasks in Excel.

1. Selecting an Entire Row ....

2. Selecting an Entire Worksheet ....

3. Selecting an Entire Column ....

4. Deleting Rows or Column ....

B. Application Based questions.

1. Kazim has been preparing a list of all the students in his class roll number wise. Therefore, in the Roll No. column he has to enter numbers in a sequence from 1 to 50. How can he complete this task without having to manually input all the roll numbers?

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2. Shamoon has been working in an Excel Workbook containing multiple worksheets for different sections of the same class. He noticed that there are many common columns in all the worksheets which contain the same data. Is there any option available using which he can easily transfer this data to all the worksheets?

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C. What is the difference between replacing and modifying the text?

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Class -5

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....