

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING IN EXCEL 2021

Chapter-6

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

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

.....

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

.....

3. Copying and moving data is same.

.....

B. Answer the following questions:

1. Write the steps to delete cell contents.

.....

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

.....

3. Write the steps to change the row height.

.....

C. Write shortcut keys for the following:

1. To copy the text
.....
2. To paste the text
.....
3. To edit a cell
.....
4. To select the entire worksheet
.....