

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING CELL CONTENTS IN EXCEL 2019

Chapter-5

A. Tick (✓) the correct option.

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

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

Hints: Editing, Cells, Delete, Column, Number

- To edit any content, you have to select the
- To select a column, place the mouse pointer on the header.
- Time and date can be entered in a cell from group under Home tab.
- To delete the contents of cells, select the cells and press the key.
- The Fill button is in the group under Home tab.

C. Write shortcut keys for the following:

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