

Worksheet

2

Name:

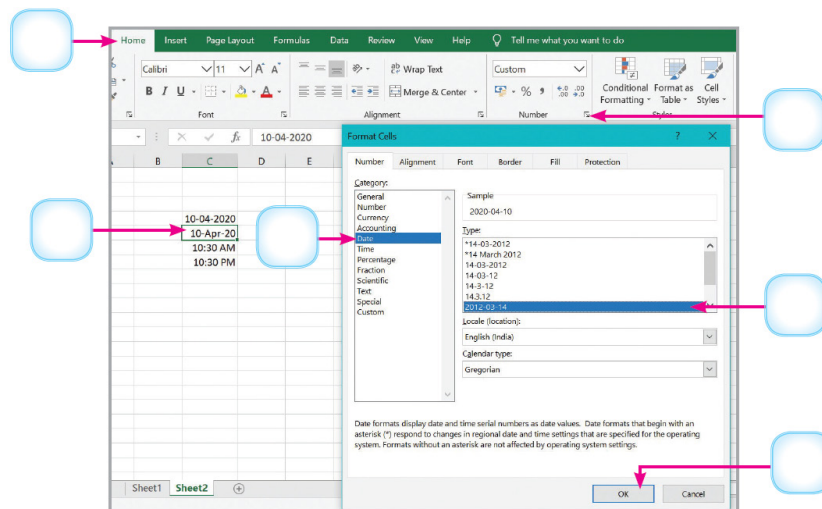
Roll No: Class: Section:

Date:

EDITING CELL CONTENTS IN EXCEL 2019

Chapter-5

A. Label the steps to enter date and time in the given Excel window.



B. Write 'T' for true and 'F' for false.

1. You cannot select multiple cells in excel
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2. Alt + A is the shortcut to select entire worksheet.
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3. You can reverse an action by clicking on the undo command.
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4. You can use the keyboard and mouse to select the entire worksheet.
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5. Clicking on the row header will select the entire column.
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C. Answer the following questions.

1. Write steps to select a row.
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2. Write steps to replace cell contents.
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