

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING CELL CONTENTS IN EXCEL 2019

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, green, Select All triangle, Column, Number

- A border appears around the active cell.
- 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 select the whole worksheet, click the
- The Fill button is in the group under Home tab.

C. Write shortcut keys for the following:

- To apply the default date format

- To apply the default time format

- To edit a cell

- To select the entire worksheet
