ORANGE

WORKSHEET ②

CODEGPT
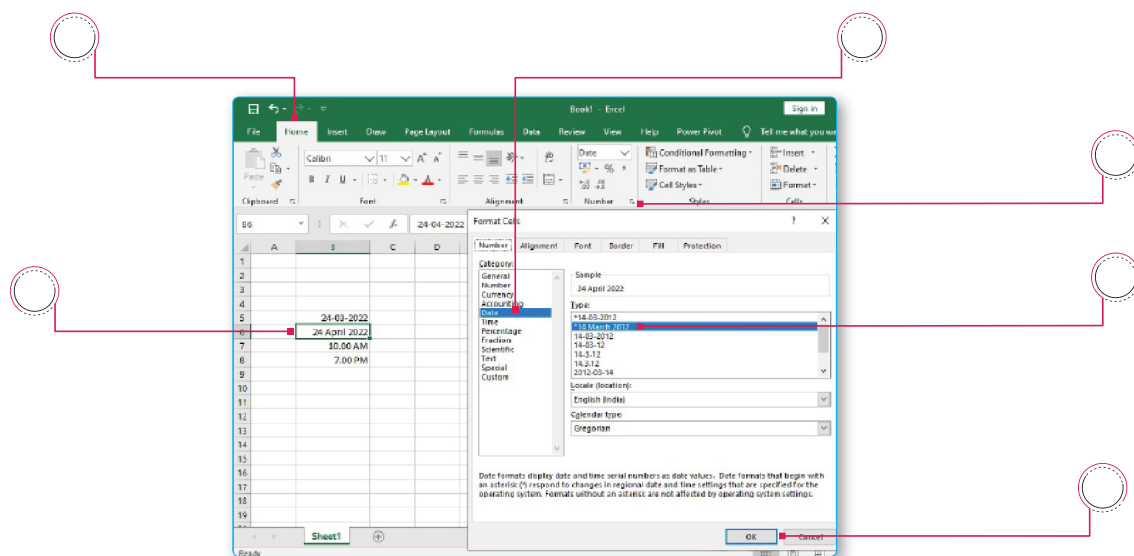Ver. 4.0 ▶

CLASS 5

Chapter-5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING CELL CONTENTS IN EXCEL 2019

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 ....

2. Alt + A is the shortcut to select entire worksheet. ....

3. You can reverse an action by clicking on the undo command. ....

4. You can use the keyboard and mouse to select the entire worksheet. ....

5. Clicking on the row header will select the entire column. ....

C. **Answer the following questions:**

1. Write steps to select a row.

....

....

2. Write steps to replace cell contents.

....

....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____