ORANGE

WORHSHEET ①

Name:

Roll No:

Class: _____ Section: _____ Date: _____

TOUCHPAD
PLUS Ver. 2.2

Chapter-5

CLASS 5

EDITING CELL CONTENTS IN EXCEL 2016

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

Hints: Editing, Cells, Delete, Column, Number

1. To edit any content, you have to select the ....

2. To select a column, place the mouse pointer on the .... header.

3. Time and date can be entered in a cell from .... group under Home tab.

4. To delete the contents of cells, select the cells and press the .... key.

5. The Fill button is in the .... group under Home tab.

B. 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 ....

C. Answer the following questions.

1. Write steps to select a row.

   ....

   ....

2. Write steps to replace cell contents.

   ....

   ....

3. What is a range? How can you select a range of cells using the mouse?

   ....

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