Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-5

CLASS 5

EDITING CELL CONTENTS IN EXCEL 2016

A. Tick (✓) the correct option.

1. Which of the following keys are used to select multiple cells?

   a. Shift ☐   b. Ctrl ☐   c. Alt ☐

2. Which of the following is a feature is used to fill a series automatically?

   a. Fill automatically ☐   b. Autofill ☐   c. Automatic Fill ☐

3. Which of these is not a data type in Excel?

   a. Labels ☐   b. Digits ☐   c. Formula ☐

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