ORANGE

EDITING IN EXCEL 2019

Chapter-4

CLASS 7

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

Hints: Cell Styles, Select All, Insert, Merge & Center

1. The .... button on the Home tab is used to add a column into a worksheet.

2. We can apply a style on the cells by using the .... command on the Styles group under the Home tab.

3. We can select entire worksheet by clicking on the .... button.

4. We can use .... option in the Alignment group to combine two or more selected cells into a single cell.

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

1. We cannot select more than one cell at a time in an Excel worksheet. ....

2. We can format number in a cell. ....

3. We cannot merge two or more cells. ....

4. AutoFill allows user to automatically fill a number or text series. ....

5. The contents of a cell can be moved or copied to other cells. ....

C. Answer the following questions:

1. What is the use of Copy command on the Home tab?

   ....

2. Which feature of MS Excel allows us to display multiple lines of text inside a cell?

   ....

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