

Worksheet

2

Name:
Roll No: Class: Section:
Date:

EDITING CELL CONTENTS IN EXCEL 2016

Chapter-6

A. Tick (✓) the correct option.

- An active cell has a border around it.
a. Green ☐ b. Blue ☐ c. Black ☐
- Which of these is not a range?
a. A:3:F9 ☐ b. C20:E28 ☐ c. B6:D16 ☐
- 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.

- You cannot enter a series of number using Autofill feature.
- You cannot select a range using a mouse.
- The date and time formats are given in the category box.
- You can change the contents of the cell by clicking in the formula bar.
- Moving the cells data means deleting it from original position.

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

