

Worksheet

Name:

Roll No: Class: Section:

Date:

EDITING CELL CONTENTS IN EXCEL 2019

Chapter-5

A. Tick (✓) the correct option.

- Which of the following option is a rectangular section of cells which are next to each other and at least one side of their border is common?

a. Range	<input type="checkbox"/>	b. Column	<input type="checkbox"/>
c. Cell	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these can't you fill using AutoFill feature in Excel?





a. Numbers	<input type="checkbox"/>	b. Days	<input type="checkbox"/>
c. Heights of your classmates	<input type="checkbox"/>	d. Hours	<input type="checkbox"/>
- Which of the following feature in Excel is used to automatically fill a series of data in rows and columns?

a. Undo	<input type="checkbox"/>	b. Redo	<input type="checkbox"/>
c. Autofill	<input type="checkbox"/>	d. Range	<input type="checkbox"/>

B. Answer the following in one or two words:

- What is the shortcut to select the whole worksheet?
- Which key is used to select a range of cells?
- Which key is used to select the multiple cells?
- What is the shortcut to apply the default time format?

C. Match the following:

- | | |
|--|-----------------|
| 1.  | a. Paste option |
| 2.  | b. Copy |
| 3.  | c. Cut |
| 4.  | d. Fill button |