

EDITING A WORKSHEET

Fill in the blanks:

1. The appearance of date and time on the worksheet depends on the **Format** applied to the cell.
2. To repeat most commands or actions, press **F4** function key.
3. To maximize the worksheet, press **Ctrl+F10** key Combination.
4. **Enter** and **cancel** buttons appear on the Formula Bar.
5. When you use F2 key for modification, the insertion point appears at the **end** of cell entry.
6. To enter date and time together, separate them with **space**.

State True or False

1. Copying refers to placing data from one place to another. **True**
2. Ctrl + A key combination is used to select a row. **False**
3. Auto Fill is a feature to copy data simply by dragging the fill handle to the cells to be filled in. **True**
4. To turn on Overtyping mode, press the Insert key from the keyboard. **True**
5. Copy, Cut and Paste button in the font group. **False**
6. To insert a new column in Excel sheet, select Add button on the Insert tab. **False**
7. You can edit the contents of a cell in the Formula Bar. **True**

Multiple Choice Question:

1. To select the entire worksheet, press the key combination.
a. Ctrl+A b. Ctrl+S c. Ctrl+D [**A**]
2. Ctrl + V key combination is used tothe cell contents.
a. Undo b. Paste c. Cut [**B**]
3. When you finish editing within a cell, Excel returns to mode.
a. Edit b. finish c. Ready [**A**]
4. To select a range, hold down the key and click on adjacent cells.
a. Shift b. Ctrl c. Alt [**A**]
5. Is the shortcut key to undo the last action.
a. Ctrl + Z b. Ctrl + Y c. Ctrl + X [**A**]
6. To enter the digits as text, you have to begin the entry with an Marks.
a. Question b. Apostrophe c. Exclamation [**B**]

Application Based Question:-

1. Ritu has created progress reports on the students of her class in Microsoft Excel 2010. But she has forgotten to add an important column in the table. Suggest the option that will help her to insert a new column without disturbing the existing table settings.

Answer:- Home – insert sheet column option.

2. Surabhi wants to reduce her weight. her dietician has suggested her to maintain a weekly diet chart. What method should she follow to fill week days automatically in the table?

Answer:- Auto fill method

Answer in one word one sentence:

1. What is the function of clear button in editing group?

Answer:- Clear all.

2. Which function key is used to edit the cell contents?

Answer:- F2

3. How can you enter data and time together in a cell?

Answer:- Formatting cell

Answer the following:-

1. **How will you make modification in cell contents using edit mode?**

Answer:-Change the cell contents by pressing F2 key after selecting the cell. The cursor will blink at the end of the cell contents.

- o Select the cell . Double click inside the cell. The data is also displayed in the formula Bar.
- o Note that the edit mode is indicated on the left side of the Status bar.
- o Position the pointer at the desired place and change the contents.

2. **Explain the method to insert multiple columns in a worksheet.**

Answer:-To insert a blank cell/column/ row , right click on the cell and select the Insert option from the pop-up menu and select the desired option from the insert dialog box.

3. **What is the function of undo and redo commands?**

Answer: The shortcut keys Ctrl +Z for Undo and Ctrl + Y for Redo actions.

- o Some action can't be undone , such as clicking in any command on the file tab menu. If you can't undo an action, the Undo button changes into can't Undo.
- o Some action, such as using a function in a cell can't be repeated. If you can't repeat the last action, the Redo button changes into can't repeat.

4. How will you select a range and non-adjacent cells in a worksheet?

Answer:-To insert non adjacent columns, hold down the Ctrl key while you select non adjacent column.

5. How will you move data in a worksheet using dragging method?

Answer:- Select a cell or a range of cells. Position the mouse pointer at the edge of the selected cell. Notice that the pointer change from a white cross symbol to move pointer symbol. Drag the selected cell or a range of cells to a new destination, and release the mouse button. the data will be moved to a new location.

or

select data (Moving data) go to top right of select data. Your pointer make + point drag your mouse and move your data.

6. Explain any two methods for copying data.

Answer:- Methods 1. Select the cell range. Click on Copy button in the clipboard group. Click on cell and click on paste button.

Methods 2. Select the cell. Press Ctrl + C, and go to Past location, press Ctrl + V,

7. What is Auto Fill? How can be applied?

Answer:- Auto Fill is the easiest method to fill data in class automatically.

- o Type January in cell
- o Position the pointer at the lower right corner of the cell.
- o The Mouse pointer at Changes in to thick black "+" cross.
- o Hold down the left mouse button and drag the fill handle up to cell..... . (up to fill) . release the button.