

PARAGON CONVENT SCHOOL
SECTER 24 B CHANDHIGARH
CLASS 7
CH- 6 EDITING A WORKSHEET

BRAIN DEVELOPER

A. Fill in the blanks:

1. The appearance of date and time on a worksheet depends on the **format** applied to the cell.
2. To repeat most commands or actions, press the **f4** function key.
3. **Enter** and **Cancel** buttons appear on the formula bar.
4. When you use F2 key for modification, the insertion point appears at the **end** of the cell entry.
5. To enter date and time together, separate them with a **space**.

B. State true or false:

1. Copying refers to moving data from one place to another. **False**
2. Ctrl + A shortcut 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 overtype mode, press the Insert key from the keyboard. **True**
5. Copy, Cut and paste options are present in the font group. **False**
6. To insert a new column in the Excel sheet, select Add button on the Insert tab. **False**

C. Multiple choice Questions:

1. To select the entire worksheet, press the _____ key combination.
a) **Ctrl + A** b) Ctrl + S c) Ctrl + D
2. Ctrl + V shortcut key combination is used to _____ the cell contents.
a) Undo b) **Paste** c) Cut
3. When you finish editing within a cell, Excel returns to _____ mode.
a) Edit b) Finish c) **Ready**

4. To select a range, hold down the _____ key and click on the adjacent cells.

- a) **Shift** b) Ctrl c) Alt

5. _____ is the shortcut key to undo the last action.

- a) **Ctrl + Z** b) Ctrl + Y c) Ctrl + X

6. To enter the digits as text, you have to begin the entry with an _____ mark.

- a) Question b) **Apostrophe** c) Exclamation

D. Answer in one word or sentence.

Q1. Name the feature of excel to fill data in the cells automatically.

Ans. Auto Fill

Q2. Which function key is used to edit the cells contents?

Ans. F2

Q3. How can you enter date and time together in a cell?

Ans. To enter date and time together in a cell, separate the date and time with space.

E. Answer the following Questions:

Q1. How will you make modification in cell contents using the Edit mode?

Ans. To make modification in cell contents using the Edit mode:

1. Select the cell D6. Double click inside the cell. The data is also displayed in the Formula bar.
2. The insertion point will blink within the cell.
3. Note that the Edit mode is indicated on the left side of the Status bar. Position the pointer at the desired place and change the contents.
4. Press the Enter key. The changes will be entered in the current cell.

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

Ans. To insert multiple columns/rows/cells in a worksheet, select the same number of columns/rows/cells that you want to insert.

2. Click on the Insert drop down arrow in the Cells group on the Home tab and choose the Insert sheet Columns option. Excel inserts the blank column to the left of the selected columns.

Q 3. What is the function of the Undo and Redo commands?

Ans. The Undo command is used to cancel the changes in a worksheet and retrieve the previous data. On the other hand, the Redo command is used to quickly reverse the last action that you have done using the undo command.

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

Ans. To select a range of cells, select the first row or column, then hold down the Shift key while you select the last row or column.

To select non-adjacent cells, click the cell, then hold down the ctrl key while you select the other cells for selection.

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

Ans. Moving data in a worksheet using the drag and drop method:

1. Select a cell or range of cells. Position the mouse pointer at the edge of the selected cells.
2. Notice that the pointer changes from a black cross symbol to move pointer symbol.
3. 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.

Q 6. Explain any two methods of copying data.

Ans. To copy data, you can use Copy button from the Clipboard group on the ribbon. You can also use Ctrl + C key combination to perform the copy operation.

Q7. What is Auto Fill? How can it be applied?

Ans. The Auto Fill is the easiest method to fill data in the cells automatically.

- i) Type “January” in the cell B1.
- ii) Position the pointer at the lower – right corner of the cell.
- iii) The mouse pointer changes into a thin black cross “+”.
- iv) Hold down the left mouse button and drag the fill handle to the cell B5. Release the button.
- v) The month “February” to “May” would appear in the cells B2 to B5.