

Exercise question-answers of
Chapter 6 -More on spreadsheet

A. Fill in the blanks:

1. Range
2. F9, f10
3. Ctrl
4. clipboard
5. f8

B. State true or false: -

1. False
2. False
3. True
4. True
5. False
6. False
7. True

C. Application based questions:-

1. Insert sheet columns
2. Using autofill feature

D. Multiple choice questions:-

1. b) F4
2. b) paste
3. c) ready
4. a) shift
5. a) Ctrl+ Z
6. b) Apostrophe

E. Answer in one word or one sentence: -

1. To clear the contents of the cell
2. F2
3. Using ctrl + shift + 7

F. Answer the following:-

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

Answer:-

- Select the cell, you want to edit.
- Double click on the cell, insertion point will blink within the cell
- Position the pointer at the desired place and change the contents.
- Press the enter key. The changes will be entered in the current cell.

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

Answer:-

- To insert multiple columns, select multiple columns.
- Click home tab, move to the cells group.
- Click insert option, insert sheet columns option.
- Excel inserts blank columns to the left of selected columns.

3. What is the function of undo and redo command?

Answer: -

Undo command cancel the changes and retrieve the previous data. This is done with the shortcut key ctrl + z or undo button on the quick access toolbar.

Redo command is used to quickly repeat the last action that you have performed using undo command. This is done with the help of shortcut key ctrl + Y or redo button on the quick access toolbar.

4. How will you select non adjacent cells worksheet?

Answer:-

- Click a cell then hold down ctrl key,
- And keep selecting the cells in random order
- Release the ctrl button.

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

Answer:-

- Select a cell or range of cells.

- Position the enter at the age of the selected cell.
 - Notice that the pointer changes from symbol to a move symbol.
 - The selected cell or range of cells to a new destination and release the mouse.
 - The data will be moved to a new location.
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- 6. Explain any two methods for copying data.
 - Answer:-
 - Using ctrl +C shortcut keys.
 - Using right click and copy option selection method.

7. What is autofill? How can it be applied?

Answer:-

Autofill feature, in Excel, is used to fill range of cells with a series of data without typing in it. It is the easiest method to fill data quickly and automatically in the worksheet cells.

For doing this:-

- Type data in 2 two continuous cells, vertically.
- Select the cells, position the pointer at the lower right corner of the cell.
- The mouse pointer changes to a + sign, called as fill handle.
- Hold down the mouse button and drag the fill handle across the cells what you want to fill.
- Release the mouse button.