Extra questions

1) What is copying?

Ans – Copying means duplicating data such as numbers, text ,formulae either within the same worksheet as or in a different worksheet.

2) Write a use of Undo option.

Ans – The Undo option is used to reverse the last action done.

3) Write the use of Redo option .

Ans – The Rado option reverse the action that was undone.

4) Write the use of autofill feature

Ans – The autofill feature of Excel is used to quickly fill a predefined series of data such as text or numbers in a worksheet.