

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.

Extra questions

1) Write the types of alignment in Excel.

Ans – Left, right centre, top, middle and bottom are the types of alignment.

2) What do you mean by orientation of text?

Ans - Orientation of text means change the direction of the .

3) Write the use of wrap text option.

Ans – The wrap text option helps to add more text in cell by increasing its height while keeping its width fixed.

4) Write the use of Auto sum feature.

Ans – The autosom feature is used to quickly find the sum of data values store in a row or column.