Assess Yourself

A. Choose the correct option for each of the following:

1. _____ means changing the location of data.

   ☐ Copy   ☑ Move   ☐ Cut   ☐ Duplicate

2. The shortcut key Ctrl + V is used to _____ the cell contents.

   ☐ Undo   ☑ Paste   ☐ Cut   ☐ Redo

3. The _____ feature allows you to fill a series of data automatically.

   ☐ Autoseries   ☐ Automatic

   ☑ AutoFill   ☐ Auto Add

4. Ctrl + Z is the shortcut key to _____ the last action.

   ☑ Undo   ☐ Redo   ☐ Delete   ☐ Copy

B. Fill in the blanks with the correct answer.

> 15   Ctrl + C   Redo   8.43

1. To copy the data, the _Ctrl + C_ key combination can be used.

2. To quickly repeat the last action, use the _redo_ command.

3. The default value for column width is _8.43_ characters, and row height is _15_ points, in a worksheet.

C. Read the following statements and write 'T' for True and 'F' for False.

1. Copying means moving the data from one place to another.   F

2. To select a row, Ctrl + A key combination is used.   F

3. AutoFill is a feature used to copy data just by dragging the fill handle to other cells.   T

4. Copy, Cut and Paste buttons are located in the Font group.   F

Std 6th Lesson 4th

1. How will you insert a column in a worksheet? Explain the steps.

Ans - Select the column to the right of where you want the new column.

Right-click and choose Insert from the menu.

A new column will be inserted to the left of the selected column.

2. Write the function of Undo and Redo options.

Ans - Undo: Reverses the last action you performed.

Redo: Restores the last action you undid.

3. Write a note on copying and moving data in a worksheet.

Ans - Copying: Select the cells, use Ctrl + C, then paste them using Ctrl + V in the desired location. The original data remains unchanged.

Moving: Select the cells, use Ctrl + X, then paste them using Ctrl + V in the desired location. The data is removed from its original position.

4. What is AutoFill? Explain it with an example.

Ans -AutoFill is a feature that automatically fills data in cells based on a pattern.

Example: If you type 1 in one cell and 2 in the next, select both and drag the fill handle, Excel will fill the series as 3, 4, 5, etc.

5. What is the use of Merge and Center option?

Ans - It combines multiple selected cells into one cell and centers the text in it.

6. In which tab will you find the Wrap Text option? What is its use?

Ans - Found in the Home tab.

It makes all the text visible within a cell by displaying it on multiple lines.