

Chapter 5

SUGGESTED CLASS ACTIVITIES

A. Answer the following questions.

1. How do you edit a cell?
2. Name the group that contains the Wrap Text option.
3. How does a cell become active?
4. What should you do if you have entered wrong text?
5. Can you automatically add the names of months of the year? How?
6. What is Merge and Centre used for in MS Excel?
7. How can you select a row and a column?
8. What are the Increase and Decrease Indent options used for?
9. How can you delete the contents of a cell?
10. What is AutoFill feature? Why do we use it?

B. Write the keyboard shortcut keys for the following actions:

1. Cut _____
2. Copy _____
3. Paste _____
4. Open _____
5. Save _____
6. Select All _____
7. Undo _____