

5. More About MS Excel 2013-Editing

WORKSHEET

I. Tick (✓) the correct option.

- Which keyboard shortcut is used to select all the cells of a worksheet?
(a) Ctrl+S (b) Ctrl+A
(c) Ctrl+D (d) Ctrl+Z
- How can you modify text?
(a) Make the cell active, press the F3 key and edit text.
(b) Make the cell active, press the F1 key and edit text.
(c) Make the cell active, press the F2 key and edit text.
(d) Make the cell active, press the F5 key and edit text.
- To move the content of a cell, we use the _____ option and then paste it.
(a) Cut (b) Copy
(c) Select (d) AutoFill
- The Delete Entire Row option appears under the _____ option.
(a) Insert (b) Delete
(c) Copy (d) Home
- The _____ feature is used to fill data automatically in the cells.
(a) AutoFill (b) AutoCopy
(c) AutoSearch (d) FlashFill

II. Fill in the blanks.

1. To select the entire row, click on the _____ of the row.
2. We can modify text by _____ on the cell and then editing the text.
3. We can delete the content of a text by pressing the _____ key from the keyboard.
4. The _____ command is used to copy the text of a cell.
5. The _____ option rotates the direction of text of a cell vertically or horizontally in Excel.