



Chapter 7
Editing a Worksheet

Answer the following:

1. Where do you enter data in Excel?

2. How can we select a column?

3. Which option is used to clear the contents of a cell?

4. Which command is used to revert the last actions that you have performed?

5. Which command is used to repeat the last actions that you have done with Undo?

6. Which option is used to enter date or time in a cell?

7. Which is a temporary storage area that Windows reserves for moving and copying things?

8. Which option is used for adding a row in a worksheet?

9. Which option is used to copy data?

10. Which feature is used to fill data in cells automatically?

11. Given below is the file Marks .xlsx. Answer the question following the file :

	A	B	C	D	E	F	G	H	I
1	NAME	MARKS1	MARKS2	TOTAL					
2	AMIT	34	56	90					
3	SUMIT	23	32	55					
4	RAVI	56	34	90					
5	RAHUL	25	26	51					
6									
7									

1. Name the active cell in the above excel sheet.

A	A2	b	A1	c	C4	d	NONE
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2. Write the formula to be entered in the cell D2 to calculate the total marks?

A	=B2+C2	b	B2+C2	c	=B2+C2+D2	d	NONE
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3. Write the value displayed in the formula bar when cell B2 is selected.

A	32	b	23	c	90	d	34
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4. What will be displayed in the cell D4 if it contains the formula =B4+C4?

A	56	b	51	c	25+26	d	90
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5. Write the formula to calculate total marks of "RAHUL".

A	A5+B5	b	B5+C5	c	=B5+C5	d	NONE
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6. What is the extension of the excel file?

A	doc	b	xlsx	c	exl	d	xle
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7. Name the row which contains the marks of RAVI.

A	A	b	4	c	4A	d	NONE
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8. Name the cells whose values are same.

A	A2,A4	b	D2,D4	c	C1,C2	d	NONE
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