

Chapter – 6

Worksheet – 1

Choose the correct option:

- i) To select the text in a cell in excel:
 - a) Double Click inside the cell
 - b) Single click on the cell
 - c) Click and Drag on the cell
 - d) All of these
- ii) To select all the cells on a worksheet press _____.
 - a) Ctrl + Z
 - b) Ctrl + C
 - c) Ctrl + V
 - d) Ctrl + A
- iii) To move the content of a cell press _____.
 - a) Ctrl + X
 - b) Ctrl + C
 - c) Ctrl + A
 - d) Ctrl + S
- iv) To insert a row into a sheet in Excel click on the Insert Sheet Row in the insert oprion found in _____ tab.
 - a) View
 - b) Insert
 - c) Home
 - d) Design
- v) To insert a blanl cell and shift the selected cells towards right press _____.
 - a) Shift Cell down
 - b) Shift cells right
 - c) Entire row
 - d) Entire Column
- vi) Cell content can be deleted by pressing the _____ key after selecting the range of cells.
 - a) Delete
 - b) Backsace
 - c) Esc
 - d) All of these
- vii) _____ option in the cells group on the home tab is used to change the row height & column width.
 - a) Change
 - b) Edit
 - c) Format
 - d) Modify

- viii) For inserting or deleting row or column which group is used in the home tab.
- a) Clipboard
 - b) Font
 - c) Cells
 - d) Editing
- ix) To insert multiple row in a sheet select _____.
- a) Multiple row
 - b) Single row
 - c) Two rows
 - d) One cell
- x) To paste something in a cell :
- a) Ctrl + C
 - b) Ctrl + S
 - c) Ctrl + V
 - d) Ctrl + X