

Working with MS Excel

A. Multiple Choice Questions:-

1. Which keyboard shortcut is used to cut data?
 - a) Ctrl + X
 - b) Ctrl + C
 - c) Ctrl + V
2. AutoFill lets us-
 - a) Fill a predetermined series of data in non-adjacent cells
 - b) Fill a predetermined series of data in adjacent cells
 - c) Fill a predetermined series of data in non-adjacent and adjacent cells
3. The cells group is present in which tab?
 - a) Home
 - b) Page layout
 - c) Data
4. Which component of the insert dialog box is the default option?
 - a) Entire row
 - b) Shift cells right
 - c) Shift cells down
5. The AutoFit column width option of home tab is in which group?
 - a) Cells
 - b) Styles
 - c) Alignment

B. Fill in the blanks:-

1. A list with _____ feature can be added which is frequently used by the user.
2. Undo button is located on the _____ toolbar.
3. If a column has a width of _____, then it is hidden.
4. _____ refers to duplicating data.
5. Mouse is used to adjust the width of _____ column at a time.

C. State whether the following statements are true or false:-

1. Redo command reverses undo command.
2. Shift cells up overwrites the content by shifting the data from below to the selected cell.
3. Width of a column can't be adjusted after entering the data.
4. AutoFill option can be used to fill data within a series of rows/columns.
5. The Ctrl + Z keyboard shortcut is used to redo a command.

D. Answer the following questions:-

1. Write steps move data using mouse.
2. Write steps to create a number series using AutoFill.
3. Write steps to add a list with AutoFill.
4. Explain the 'entire row' and 'entire column' options of the delete dialog box.
5. Write steps to adjust row height using mouse.