

PAKISTAN URDU SCHOOL – KINGDOM OF BAHRAIN
MIDDLE SECTION
Grade 5
3rd TERM Revision – Editing cell Contents in Excel

Q.1 Circle the correct answer from the options (a / b / c / d) given:

1. Which of the following commands are part of the cell group on the Home tab?

- | | |
|-----------|-----------------|
| a) Insert | b) delete |
| c) Format | d) all of these |

2. Which one is not an option in the delete dialog box?

- | | |
|-------------------|----------------------|
| a) Shift cells up | b) Shift cells left |
| c) Entire row | d) Shifts cell right |

3. The key is used to select more than one column row, consecutively is

- | | |
|---------|-------------|
| a) Ctrl | b) Shift |
| c) Alt | d) spacebar |

4. The insert menu option is used to insert multiple row is?

- | | |
|-------------------------|----------------------|
| a) insert cells | b) Insert Sheet Rows |
| c) Insert Sheet columns | d) Insert Sheet |

SECTION - B

Q2: Fill in the blanks:

1. The _____ has the Undo and Redo button.
2. We can edit cell contents in the cell or in the _____.
3. The Delete Sheet Rows option appears in the drop-down menu arrow of the Delete button in the _____ group of the Home tab.
4. The Copy command is available in the _____ group of the Home tab.

Q3: Tick (✓) for the true statements and (X) for the false statements:

1. We can also copy data by the drag and drop method. _____
2. To replace the contents of a cell completely by writing over the existing text. _____
3. As the mouse pointer is moved over each option of the Paste command, the user can see a live preview of what the pasted data would look like. _____

Q4: Complete the table given below with the correct explanation:

ACTION	SHORTCUT KEY
Entire column	
Shift cells up	
Undo an action	
Paste	

Q5: Short Answer Questions:

1. What is meant by Row Headings?

2. How is it possible to undo several actions at once?
