

Class: VII

Topic: Editing Worksheet in Excel.

Month: July

I Answer the following questions:

1) How can you edit data in a worksheet?

Ans: Cell content can be edited in two ways.

- By replacing contents and
- By using Edit mode.

2) How will you select a range of non-adjacent columns in a worksheet?

Ans: To select a range of non-adjacent cells in worksheet, click on a cell and hold down the ctrl key while you select the other non-adjacent cells.

3) What is Auto Fill feature? How is it useful?

Ans: The Auto Fill is the easiest method to fill data in cells automatically. This feature relieves the user from typing.

4) What is the use of Flash Fill feature in Excel?

Ans: Flash Fill is a time saving feature, which identifies the data fill pattern that is used frequently in a worksheet and then fills the remaining series accordingly.

II Competency-based question:

→ Surabhi was assigned the task to write the

days of a week in a worksheet. which option can she use in Excel to save time while doing so?

Ans: She can use the Auto Fill feature.