

True or False

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|---|------|-------|
| 1) We can change text in a cell. | TRUE | FALSE |
| 2) We cannot move the data of the cell. | TRUE | FALSE |
| 3) We cannot change all cells on a worksheet. | TRUE | FALSE |
| 4) We can change the cell content partially. | TRUE | FALSE |
| 5) We cannot delete the cell. | TRUE | FALSE |

Fill in the blanks with the correct answer from the given box.

- a. Editing data refers to making _____ to the existing data in the worksheet.
- b. _____ is a collection of worksheets.
- c. _____ refers to the rotation of the text at different angles inside the cell.
- d. _____ is a page made up of horizontal rows and vertical columns wherein you enter and work with data.
- e. _____ is the distance between the cell boundary and text.
- f. Press the Enter key or the Enter button on the _____ to accept the changes.
- g. You can change the content of the cell using _____ on the cell.
- h. Delete option can also be accessed by _____ and using the _____ menu.
- i. You can adjust the height of row by _____ the border.

Unscramble the words.

1) TINERS _____

2) URLFAOM _____

3) IDNIGET _____

4) ELETED _____

5) DINNET _____