True or False

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) T I N E R S _____

2) U R L F A O M _____

3) I D N I G E T _____

4) E L E T E D _____

5) D I N N E T _____