Chapter-6

WORKING WITH EXCEL 2016

Part A: Fill in the Blanks

Fill in the blanks with the correct words from the box provided.

Words: Autofill, left-aligned, redo, overwriting

1. In _____ the original text will be replaced.
2. The command which allows us to do an action that was undone mistakenly is called _____.
3. _____ feature is used to quickly enter a predefined series of data.

Part B: True or False

Write **True (T)** or **False (F)** for the following statements.

1. The **Cut** command removes data from a cell and places it on the clipboard.
2. The **AutoFill** feature can only be used for numbers, not for text or dates.
3. To insert a new row in Excel, you need to select the row below where you want the new row to appear.
4. The **Undo** command can reverse multiple actions in Excel.
5. When a number is formatted as text, it is right-aligned in the cell.

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Multiple Choice Questions

1. Which of the following is **not** a way to edit cell contents in Excel?

   a) Overwriting

   b) Using Edit Mode

   c) Using the Formula Bar

   d) Using the Status Bar

2. What is the shortcut key to insert the current time in Excel?

   a) Ctrl + ;

   b) Ctrl + Shift + ;

   c) Ctrl + T

   d) Ctrl + Shift + T

3. Which feature in Excel allows you to quickly fill cells with repetitive or sequential data?

   a) AutoSum

   b) AutoFill

   c) AutoCorrect

   d) AutoFormat

4. How do you select an entire row in Excel?

   a) Click on the row heading

   b) Click on the column heading

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c) Click on any cell in the row

d) Press Ctrl + R

5. What happens when you format a number as text in Excel?

a) It becomes right-aligned

b) It becomes left-aligned

c) It cannot be used in calculations

d) Both b and c

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