ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

WORKSHEET -5

Topic – Delete, copy and moving cell contents, Insert/Deletion of rows/columns, changing row height and column width

Subject: COMPUTER Class - 6	F.M:15
Chapter: Editing cell contents	Date: 12/05/2020

Choose the correct answer for each question   15 × 1 = 15

1. By default, quick access toolbar has the following commands:
    a. Undo
    b. Redo
    c. Save
    d. All of these

2. Which among the following erases the last change done to the document reverting it to an older state?
    a. Undo
    b. Redo
    c. Save
    d. All of these

3. The _____ function restores any actions that have been previously undone using an undo.
    a. Re-Undo
    b. Redo
    c. Save
    d. None of these

4. Which of the following is the first step to delete cell contents?
    a. Press delete key
    b. Select a cell
    c. Drag the cursor
    d. All of these

5. Which of the following options are present are present in Clipboard group?
    a. Cut
    b. Copy
    c. Paste
    d. All of these

6. Which of the following tab has Insert Sheet Rows option?
    a. Home
    b. Insert
    c. Page Layout

d. Data

7. Under which group do we find delete rows/columns option?
   a. Font
   b. Styles
   c. Cells
   d. None of these

8. What are the options available in Cells group?
   a. Insert
   b. Delete
   c. Format
   d. All of these

9. Where is the new column inserted?
   a. Right of the selected column
   b. Left of the selected column
   c. Either (a) or (b)
   d. None of these

10. Where is the new row inserted?
   a. Below the selected row
   b. Above the selected row
   c. Either (a) or (b)
   d. None of these

11. In which tab, can we find the option to increase row height?
   a. Home
   b. Insert
   c. Page Layout
   d. None of these

12. Which option is not active (in default state) in Clipboard group when a cell is selected?
   a. Cut
   b. Paste
   c. Copy
   d. None of these

13. Clipboard group is present in _____ tab.
   a. Insert
   b. Data
   c. Home
   d. None of these

14. Which key should be pressed with arrow key to select range of cells?
   a. Enter
   b. Delete
   c. Insert
   d. Shift

15. Short-cut key to copy a cell:
   a. Ctrl + A
   b. Ctrl + V
   c. Ctrl + C
   d. All of these

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