



CLASS - V COMPUTER SCIENCE NOTES SEPTEMBER

Chapter - 5 Editing Cell Contents in Excel 2016

A. Tick () the correct option.

1. An active cell has a _____ border around it.
(a) Green
2. Which of these is not a range?
(a) A:3:F9
3. A _____ always begin with an equal (=) sign.
(c) Formula
4. What is the keyboard shortcut to copy and paste cell contents?
(c) Ctrl + C & Ctrl + V

B. Fill in the blanks using the given words.

1. To edit any content, you have to **select** the cells.
2. To select a column, place the mouse pointer on the **column header**.
3. Type an **apostrophe** before a numeric value to make it appear as text.
4. To delete the contents of cells, select the cells and press the **Delete** key.

C. Write 'T' for true and 'F' for false statements.

1. To select a cell, click on the cell. T
2. You cannot select a range using a mouse. F
3. The date and time formats are given in the category box. T
4. You can change the contents of the cell by clicking in the formula bar. T
5. The shift cells up option deletes the selected cells and the cells above shift down. T

D. Match the following:

- | | |
|---------------------|--|
| 1. Shift + spacebar | - Selecting a row |
| 2. F8 | - Extend selection mode |
| 3. Ctrl + spacebar | - Selecting a column |
| 4. Ctrl + Shift + # | - Applies default date and time format |
| 5. Ctrl + G | - Opens go to dialog box |
| 6. Ctrl + A | - Selects the whole worksheet |
| 7. Ctrl + 1 | - Opens Format Cells dialogue box |
| 8. F2 | - Edit a cell |

E. Answer the following questions.

1. Write the steps to use the mouse to select cells.

Step 1: Click the top left cell

Step 2: Drag to bottom right cell

Step 3: After cells get highlighted, drag the mouse

Step 4: Name box shows number of rows and columns selected

2. What is a range? Explain with examples.

A range is a rectangular section of cells which are next to each other and at least one side of their border is common.

Example:

To calculate the sum of all values in the range A1:C6, Using the formula =SUM (A1:C6).

3. How will you enter numbers as text? Write the steps.

Steps to enter numbers as text:

Step1: Click on the Home tab → Number group.

Step2: Click Number format dropdown arrow.

Step3: Select text option. Enter the numbers, it will appear as text.

4. Explain the ways to edit the cell content.

There are two ways to edit the cell contents:

- Replacing cell contents.
- Using the formula bar.

F. Define the following:

1. Range

A range is a rectangular section of the cells which are next to each other and at least one side of their border is common.

2. Editing

After typing the text in a document, you can make changes in the text. Making changes in a document is called Editing.

3. Undo

The Undo command is used to erase the last change made to the worksheet.

Click on the Undo button in the Quick Access Toolbar.

4. Redo

Redo command is used to redo the last Undo action.

It works only when you have given an Undo command.

The Redo button on the Quick Access Toolbar stays inactive.

G. Write the steps to:

1. Select a range using Go To command

To select a range of cells using Go To command.

Step1: Click on the top left cell in the range.

Step2: Click on **Home** tab → **Editing** group → **Find & Select** command.

Step3: Click on **Go To**. The **Go To** dialog box opens.

Step4: The active cell appears in the **Go To** box.

Step5: Click **OK**.

2. Undo and Redo

Undo:

The Undo command is used to erase the last change made to the worksheet.

Undo button is present in the Quick Access Toolbar.

Redo

Redo command is used to redo the last Undo action.

It works only when you have given an Undo command.

The Redo button on the Quick Access Toolbar stays inactive.

3. Delete an entire row or column

Step1: Click on the row or column header to be deleted.

Step2: Click on **Home** tab → **Cells** group → **Delete** button.

Step3: The selected row or column is deleted.

4. Delete the contents of the cells.

Step1: Select the cell.

Step2: Click on **Home** tab → **cells** group → **Delete** button

Step3: Click on **Delete cells** option.

Step4: Click **ok**.

5. Copy and cut

Copy:

Step1: Select the file or folder.

Step2: Click **Ctrl + C**.

Cut:

Step1: Select the text or file

Step2: Click Ctrl + X.

H. Write differences between.

1. Labels and Values

Labels	Values
All words describing the values (numbers) are called labels.	The numbers, which can later be used in formulas, are called values.

2. Undo and Redo

Undo	Redo
Undo is a word used to remove or replace anything which is done.	Redo is a word used redo the last Undo action.