




**Multiple Choice Questions**

- Which function key is used to show Extend Indicator?  
 (a) F6 (b) F8 ✓ (c) F12
- To name a range, you will click the \_\_\_\_\_ tab.  
 (a) Formulas (b) Insert (c) Home
- Shift + Spacebar is used to select entire \_\_\_\_\_.  
 (a) Column (b) Row ✓ (c) Cell

**Multiple Choice Questions**

- In this feature, the first two values of data in adjacent cell decide the incremental order for the cells further. This is:
- (a) Change row height (b) Insert cells (c) AutoFill feature ✓ (d) None of these
- What operation is carried out by following steps?
- Select the range of cells
  - Position the mouse pointer at the lower border of the selected range of cells.
  - Hold down ctrl key and you will see the pointer changes to a plus sign.
  - Drag the border to the targeted location ✓
- (a) Move cell contents (b) Copy cell contents ✓ (c) Select a row (d) None of these.

**A. Choose the correct option and write in the space provided.**

- \_\_\_\_\_ key is used to undo an action.  
 (a) Ctrl+A (b) Ctrl+Z ✓ (c) Ctrl+X
- \_\_\_\_\_ feature is used to enter a predefined series of data such as text or number.  
 (a) Autofill ✓ (b) Semifill (c) Fullfill
- To change the row height, the shape of mouse pointer changes to \_\_\_\_\_ sign.  
 (a)  (b)  ✓ (c) 
- Insert, Delete and Format commands are present in \_\_\_\_\_ group.  
 (a) Paragraph (b) Styles (c) Cells ✓
- Ctrl + Spacebar key is used to select entire \_\_\_\_\_.  
 (a) Worksheet (b) Column ✓ (c) Row

**B. Fill in the blanks.**

Status bar F2 Defined Names 8.43 12.75 points clipboard

- To activate a cell press F2 function key.
- The default row height is 12.75 points and column width is 8.43 points.

- The Status bar shows the Extend Indicator.  
 The Name Manager is present in Defined names group.  
 Cut, copy, paste commands are present in clipboard group.

**Tick the (✓) correct and Cross (X) the wrong ones.**

- You can select multiple ranges simultaneously.
- You cannot change column width.
- Series of even numbers can be generated using Autofill feature of MS Excel.
- The undo button on quick access toolbar allows you to undo your last 16 actions.
- You can name a range by typing its name in formula box.

**Puzzle**

Read the following clues and search the 9 words in the grid shown alongside. Search across, downward, upward, backward, and diagonally.

- A collection of worksheets.
- The smallest unit in worksheet.
- Cut, copy, paste commands are present in a group.
- A group of adjacent cells.
- The data is in the form of rows and columns.
- Data in vertical form.
- Data in horizontal form.
- A mathematical expression used to solve problems.
- Worksheet is also known as

workbook  
cell  
clipboard  
range  
worksheet  
column  
row  
Formula  
Spreadsheet

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | F | G | H | I | J | T |
| K | L | M | N | O | P | Q | R | E | C |
| R | S | T | U | R | V | R | W | E | L |
| C | O | L | U | M | N | K | H | L | X |
| X | S | E | A | U | A | S | V | L | P |
| Y | W | G | T | L | D | H | J | R | Z |
| Z | G | N | I | A | Q | E | V | S | A |
| J | O | A | L | R | E | I | T | B | A |
| K | E | R | N | E | S | T | M | U | C |
| L | P | O | I | M | T | P | N | V | D |
| S | L | W | O | R | K | B | O | O | K |