

CHAPTER 8

EDITING IN MS EXCEL 2010

1. Define autofill.

Autofill features is used to fill the cells with a predefined series of numbers and text.

2. What is the basic use of Extend Indicator?

Extend Indicator allows to select large range of cells.

3. Write the shortcut keys to select entire row and column.

To select entire row: Shift+ Space bar

To select entire column: Ctrl+ Space bar

4. Define Range.

Range is the area formed by the block of selected cells.

5. How will you select multiple ranges of cells?

To select multiple ranges of cells follow the given steps:

a) Select the first range of cells

b) Hold down Ctrl key and select the next range

c) Continue holding down ctrl key and select next range of cells. When you finish release the ctrl key.

6. How will you select an out of view range?

a. Click in the first cell of the range to be selected

b. Press F8 key

c. Click the lower left cell of the range until all the required cells are selected.

d. To turn off the extend indicator, press the F8 key again or press ESC key

7. How Autofill feature is used in MS Excel?

Autofill feature of MS Excel 2010 allows you to enter a predefined series of data such as text or numbers.