



Wada Nirmitti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET

SUB: COMPUTER

LESSON: 2.Working with Spreadsheets

STD: VII

NAME: _____ ROLL No: _____

DATE: _____

Q.1. Fill in the Blanks from given Options.

(Flash Fill , Auto Fill , Edit , Redo , Clipboard)

- 1) The _____ command is used to quickly repeat the last action.
- 2) You can also move data by selecting the Cut and paste button in the _____ group.
- 3) _____ is a smart feature of Microsoft Excel that automatically fills in value.
- 4) _____ is used to fill the consecutive data items automatically in worksheet cells.
- 5) The _____ mode is indicated on the left side of the Status bar.

Q.2. Tick ✓ Correct Shortcut key:

- 1) Cut Text
 - a. Ctrl + X
 - b. Ctrl + U
- 2) Undo Text
 - a. Ctrl + Y
 - b. Ctrl + Z
- 3) Delete Text
 - a. Ctrl + D
 - b. Ctrl + A
- 4) Paste Text
 - c. Ctrl + M
 - d. Ctrl + V
- 5) Redo Text
 - a. Ctrl + Z
 - b. Ctrl + Y

Q.3. How to Change Row Height and Column Height.

1. _____
_____.

2. _____

_____.

3. _____

_____.

4. _____

_____.

5. _____
_____.

Q.4. Answer the Following Questions.

1. What is Flash Fill ?

_____.

2. What is Auto Fill?

_____.

3. How to Drag and Drop Data.

_____.