GRADE: 7

SUBJECT: COMPUTER SCIENCE
Lesson: Spreadsheets Edit Cell
DURATION: 2 hr
MAX MARKS: 80

SECTION A

Q1. CHOOSE THE CORRECT ANSWER: (10x1=10)

1. What is the process of modifying the data entered in a spreadsheet called?
    a) Formatting
    b) Editing
    c) Saving
    d) Sorting

2. To edit a cell, you can:
    a) Double-click inside the cell
    b) Press F2
    c) Click on the Formula Bar
    d) All of the above

3. Which shortcut key is used to **select all cells** in a worksheet?
    a) Ctrl + A
    b) Ctrl + S
    c) Shift + A
    d) Alt + A

4. To select an **entire column**, you should press:
    a) Ctrl + Spacebar
    b) Shift + Spacebar
    c) Ctrl + A
    d) Alt + Spacebar

5. What is the function of the **Autofill handle** in Excel?
    a) Copying formulas and values
    b) Deleting data
    c) Formatting text
    d) Printing the worksheet

6. Which of the following methods can be used to **delete** cell contents?
   a) Press the Delete key
   b) Right-click and select 'Clear Contents'
   c) Use the Backspace key
   d) All of the above

7. To **insert a new row** in Excel, you can:
   a) Click 'Insert' in the 'Cells' group on the Home tab
   b) Right-click a row number and choose 'Insert'
   c) Press Ctrl + Shift + '+'
   d) All of the above

8. The shortcut key to **copy** cell contents is:
   a) Ctrl + X
   b) Ctrl + V
   c) Ctrl + C
   d) Ctrl + Z

9. What is the **default column width** in Excel?
   a) 8.43 characters
   b) 10 characters
   c) 12.75 characters
   d) 15 characters

10. Which of the following **changes row height and column width automatically** to fit the contents?
    a) Merge & Center
    b) AutoFit
    c) Wrap Text
    d) Sort & Filter

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING: (4x1=4)

1. The feature used to copy cell contents to adjacent cells is called ____.

2. The shortcut key to delete a selected column is ____.

3. The small square at the bottom-right corner of an active cell is called ____.

4. The shortcut key to cut selected data in Excel is ____.

SECTION B

Q3. ANSWER THE FOLLOWING: (Any Ten) (10x2=20)

1. What are the different ways to edit a cell in Excel?
2. How do you select an **entire row** in a worksheet?
3. What is the **difference between deleting cell contents and deleting a cell**?
4. How do you **copy and paste** a range of cells?
5. Explain how to **insert a column** in a worksheet.
6. What is the purpose of **AutoFit Row Height**?
7. What are the different methods to **clear cell contents**?
8. How do you **rename a worksheet** in Excel?
9. What is the function of the **Formula Bar**?
10. Explain the purpose of the **Name Box** in Excel.
11. How do you insert **multiple rows** in Excel?
12. What is a **range of cells**, and how is it useful?

Q4. GIVE TWO DIFFERENCES BETWEEN: (Any Four) (4x2=8)

a) Copy and Cut
b) Delete key and Backspace key
c) Selecting a column and Selecting a row
d) AutoFit and Wrap Text
e) Paste and Paste Special

SECTION C

Q5. ANSWER IN DETAIL: (Any Four) (4x5=20)

1. Explain the **steps to edit, copy, and move cell contents** in Excel.
2. Describe the **process to insert and delete rows, columns, and cells** in a worksheet.
3. How can you **change the row height and column width**? Explain with steps.
4. What is the **Autofill feature** in Excel? Explain with an example.
5. Describe how to **apply formulas in Excel** and copy them using Autofill.

End of the Question Paper