

GRADE: 7

SUBJECT: COMPUTER SCIENCE

Lesson: Spreadsheets Edit Cell

ANSWER SHEET

## SECTION A

Q1. CHOOSE THE CORRECT ANSWER:

1. b) Editing
2. d) All of the above
3. a) Ctrl + A
4. a) Ctrl + Spacebar
5. a) Copying formulas and values
6. d) All of the above
7. d) All of the above
8. c) Ctrl + C
9. a) 8.43 characters
10. b) AutoFit

Q2. USE THE GIVEN CLUES AND ANSWER THE FOLLOWING:

1. Autofill Handle
2. Ctrl + - (minus key)
3. Fill Handle
4. Ctrl + X

## SECTION B

Q3. ANSWER THE FOLLOWING:

1. Ways to edit a cell:
  - Double-click inside the cell
  - Press F2
  - Click the Formula Bar

2. **To select an entire row:** Press **Shift + Spacebar**
3. **Difference between deleting cell contents and deleting a cell:**
  - Deleting cell contents removes only the data, keeping the cell intact.
  - Deleting a cell removes the entire cell and shifts the remaining data.
4. **To copy and paste a range of cells:**
  - Select the range → Press **Ctrl + C** → Click destination cell → Press **Ctrl + V**
5. **To insert a column:**
  - Right-click a column heading → Select 'Insert'
6. **AutoFit Row Height:**
  - Adjusts the row height automatically based on the content size.
7. **Methods to clear cell contents:**
  - Press **Delete**
  - Right-click → Select **Clear Contents**
  - Use **Backspace** for individual characters
8. **To rename a worksheet:**
  - Right-click the sheet tab → Click **Rename** → Type a new name → Press **Enter**
9. **Formula Bar:**
  - Displays the content of an active cell and allows editing.
10. **Name Box:**
  - Shows the selected cell's address (e.g., A1, B5).
11. **To insert multiple rows:**
  - Select the same number of rows → Right-click → Choose 'Insert'.
12. **Range of cells:**
  - A group of selected cells used for operations like calculations or formatting.

#### **Q4. GIVE TWO DIFFERENCES BETWEEN:**

##### **a) Copy and Cut:**

- Copy duplicates the data, Cut moves the data.
- Copied data remains in the original cell, Cut data is removed.

##### **b) Delete key and Backspace key:**

- Delete removes all cell contents, Backspace removes only one character at a time.
- Delete works on selected cells, Backspace works within the active cell.

##### **c) Selecting a column and Selecting a row:**

- Selecting a column uses **Ctrl + Spacebar**, Selecting a row uses **Shift + Spacebar**.
- A column selection is vertical, while a row selection is horizontal.

d) **AutoFit and Wrap Text:**

- AutoFit adjusts the column width or row height.
- Wrap Text keeps all text within a cell by expanding the row height.

e) **Paste and Paste Special:**

- Paste places copied data as is.
- Paste Special allows selective pasting (values, formats, etc.).

## SECTION C

### Q5. ANSWER IN DETAIL:

1. **Steps to edit, copy, and move cell contents:**

- **Edit:** Double-click a cell → Modify content → Press **Enter**.
- **Copy:** Select a cell → Press **Ctrl + C** → Click destination cell → Press **Ctrl + V**.
- **Move:** Select a cell → Press **Ctrl + X** → Click destination cell → Press **Ctrl + V**.

2. **Steps to insert and delete rows, columns, and cells:**

- **Insert:** Select row/column → Right-click → Click 'Insert'.
- **Delete:** Select row/column → Right-click → Click 'Delete'.
- **Insert Cells:** Click a cell → Right-click → Choose 'Insert Cells'.

3. **Changing row height and column width:**

- **Manually:** Drag row/column borders.
- **Using Format:** Click 'Format' → Choose 'Row Height' or 'Column Width'.
- **AutoFit:** Double-click row/column edge.

4. **Autofill feature in Excel:**

- **Definition:** Fills series automatically (e.g., numbers, dates).
- **Example:** Enter '1' in A1, '2' in A2 → Drag Fill Handle down to continue sequence.

5. **Applying formulas and using Autofill:**

- Enter a formula (e.g.,  $=A1+B1$  ).
- Drag the Fill Handle to copy the formula.
- The formula applies automatically to the selected range.

**End of Answer Sheet**