

## ➤ Important terms:-

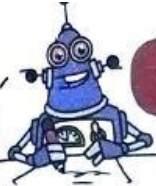
### Words to Know

- **Editing Worksheet Data:** The process of making changes to the existing data in the worksheet.



### RECAP ZONE

- Cell contents can be changed by double-clicking inside the cell or by using the Formula Bar or by pressing F2.
- Cell contents can be deleted by pressing the Delete key after selecting the range of data to be deleted.
- Cell contents can be copied or moved by clicking the Copy/Cut and Paste options in the Clipboard group on the Home tab or by using drag and drop method.
- New cells, rows or columns can be inserted by using the Insert option in the Cells group on the Home tab.
- A block of cells, an entire row or an entire column can be deleted using the Delete option in the Cells group on the Home tab.
- Row height or column width of a cell can be changed either by dragging the cursor or by using the Format option in the Cells group on the Home tab.



### Practice Zone

Write the keyboard shortcuts for the given tasks.

Task	Keyboard Shortcut
To edit the contents of a cell partially	
To delete the contents of a cell	
To reject the changes made to a cell	
To move the contents of a cell	
To paste content in a cell	
To accept the changes made to the cell	
To select all the cells in a worksheet	

**Answers of 1<sup>st</sup> Practice Zone:-**

1. F2 key
2. Delete or Backspace key
3. Esc key
4. Ctrl + X and Ctrl + v
5. Ctrl + v
6. Enter key
7. Ctrl + A



**Practice Zone**

Name the options in the Cells group to be used for the following.

1. To add an entire row
2. To add a block of cells
3. To change the column width
4. To delete a column

**Answers of 2<sup>nd</sup> Practice Zone:-**

- (1) Click on insert sheet Rows option in the insert list.
- (2) Click on insert cells option in the insert list.
- (3) Click on column width option in the format list.
- (4) Click on delete sheet columns option in the delete list.

ASSESSMENT  
ZONE



**A. Choose the correct answer.**

1. Which of the following methods can be adopted to move data in Excel?
  - a) Using the Cut and Paste options in the Clipboard group on the Home tab.
  - b) Using the drag and drop method.
  - c) Using the shortcut cut keys: Ctrl+X for cut and Ctrl+V for Paste.
  - d) All of the above
2. Which of the following ways cannot be adopted for changing the column width?
  - a) Drag the right border left or right to decrease or increase the column width.
  - b) Double-click the right border of the column to fit the contents.
  - c) In the Cells group, click Format ► Column Width.
  - d) In the Cells group, click Format ► Shift Cells Right.
3. Which of the following keys or key combinations can be used for editing the contents of the cell?
  - a) F2
  - b) Ctrl+V
  - c) Ctrl+C
  - d) Ctrl+A
4. Which of the following group on the Home tab contains the options for inserting or deleting row or column?
  - a) Clipboard
  - b) Editing
  - c) Cells
  - d) Font

**Answers of Assessment Zone:-**

- (1) :- d
- (2) :- d
- (3) :- a
- (4) :- c



B. Fill in the blanks using the words given in the box.

Select All

Insert Cells

Formula bar

Format

1. To add a block of cells, you choose the \_\_\_\_\_ option after clicking the Insert option in the Cells group.
2. To select the entire worksheet, you can click the \_\_\_\_\_ button.
3. In the Cells group, click \_\_\_\_\_ ► Row Height to change the row height to a specific measurement.
4. You can click on the \_\_\_\_\_ to edit the contents of a cell.

**Answers of "B" Section:-**

- (1):- Insert Cells
- (2):- Select All
- (3):- Format
- (4):- Formula bark

C. Answer the following questions.

1. What do you mean by editing worksheet data?
2. Discuss any two ways to copy and paste data in Excel.
3. Write the steps for the following.
  - a) To insert a new column in a worksheet
  - b) To change the column width
  - c) To delete cells

1. **Answer:-** Editing data refers to making changes to the existing data, adding new data or deleting unwanted data from the worksheet.
2. **Answer:-** 1<sup>st</sup> method :- We can use the key combination of Ctrl + c and Ctrl + v to copy and paste data in Excel.  
  
2<sup>nd</sup> method :- Click on copy and paste option in the clipboard group on the home tab to copy and paste data in Excel.
3. **Answer:-**
  - (a) Step:- 1 Select any one column by clicking on column heading.  
Step:- 2 Click on insert option in the cells group on the home tab. A drop-down list is displayed.  
Step:- 3 Click on the insert sheet columns option.  
Step:- 4 After that the selected column is shifted right and a new column is inserted at its place.
  - (b) Step:- 1 Select the column  
Step:- 2 Click on format option in the cells group on the home tab. A drop-down list is displayed.  
Step:- 3 Click on column width option to set column width.  
Step:- 4 Enter a value in the column width dialog box.  
Step:- 5 Finally click on ok button.
  - (c) Step:- 1 Select the cell to be deleted.  
Step:- 2 Click on delete option in the cells group on the home tab.  
Step:- 3 Finally click on delete cells option to delete the selected cell from the worksheet.