CLASS – V.   SUB – COMPUTER CH- 5 (WORKSHEET)

Double Tap

Answer the following in one or two words:-

1. What is the shortcut to select the whole worksheet ?   _____

2. Which key is used to select a range of cells? _____

3. Which key is used to select the multiple cells? _____

4. What is the shortcut to apply the default time format ?   _____

5. To apply the default date format.   _____

Q.2 Fill in the blanks

1. _____moves the active cell down one row.

2. _____moves the active cell one column

to the right.

3. _____ moves the active cell one row up.

Q.3 Answer the following question :

1. **Write the steps to change the format of date or time?**

Ans : _____

_____

_____

_____

_____

2. **How you will select the range of cells using keyboard?**

_____

• _____

_____

Q4 Draw the Icons :

1. Undo　　　　**2. Cut.**　　　　**3.Paste**