

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V

SUBJECT: COMPUTER

CH- 6 (Editing in Excel 2016)

Quiz Bee – Page 75

Answer: a. Undo b. Redo

Quiz Bee – Page 76

Answer: a. Cut b. Copy

ASSESS YOURSELF- Page 81

1. a. (i) b. (ii) c. (iii) d. (ii)
2. a. header b. delete c. Clipboard d. undo
3. a. T b. F c. T d. F e. T
- 4.

a. Moving the data means to cut the data from the original location and paste it from somewhere else.

b. Left click the mouse on one cell and drag it to the last cell.

c. To insert a column in a worksheet, right click on the column and click on the Insert option.

d. AutoFill allows us to quickly fill cells with repetitive or sequential data. Data can be filled down in a column or across a row.

e. To change the column width, follow these steps:

1. Select the column and click on the Format option in the Cells group.

2. Select the Column Width option.
3. Specify the new Column Width value.
4. Click on OK button.
5.
 - a. Specify the new Row Height
 - b. Undo command