

ST. ANDREWS SCOTS SR. SEC. SCHOOL

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

Session: 2026-27

CLASS – 5

SUBJECT: COMPUTER

CH-6(WORKSHEET)

(Editing in Excel 2016)

Q1. Write Shortcut Keys:

- a) To select a row _____
- b) To select an entire worksheet _____
- c) To select a column _____
- d) Undo _____
- e) Redo _____
- f) To delete a row or column _____

Q2. Fill in the blanks:

- a) _____ command reverses any action performed by us.
- b) _____ option reverses back the action performed using the Undo option.
- c) Format option in the Cells group is present under the _____ tab.
- d) Cut option is present under the _____ group.
- e) To select a column, place the mouse pointer on the column _____.