
	<b>Selvam College Of Technology, Namakkal (Autonomous) IT Support &amp; Development Training Programme (ISDTP)</b>		
<b>Worksheet -4 (Editing, Formatting in Excel Workbook-2)</b>			
<b>Bundle &amp; Subject Name</b>	Office Productivity Bundle V2 (2025) & MS Excel	<b>Semester</b>	II

### Answer Key

- If you want to find "cat" but not "category", which option should you enable?  
A) Match Case                                      B) Match Entire Cell Contents  
C) Use Wildcards                                      D) Replace All  
**Ans: B) Match Entire Cell Contents**
- What happens if you use "Replace All" in Find and Replace?  
A) It replaces only the first occurrence  
B) It replaces all matching entries in the worksheet  
C) It asks for confirmation before replacing  
D) It deletes the text  
**Ans: B) It replaces all matching entries in the worksheet**
- How can you search for the word "Excel" only when it is written in uppercase?  
A) Use Find All  
B) Enable "Match Case" option  
C) Enable "Match Entire Cell Contents"  
D) Use "Replace All" with uppercase letters  
**Ans: B) Enable "Match Case" option**
- What does the wildcard "\*" represent in Find and Replace?  
A) Any single character                                      B) Any number of characters  
C) Only numbers                                      D) A space  
**Ans: B) Any number of characters**

- In Find and Replace, which of the following cannot be searched directly?  
A) Numbers                                      B) Text with special characters  
C) Formatting (bold or italic text)                                      D) Formulas  
**Ans: C) Formatting (bold or italic text)**
- Where can you find the Ungroup option in Excel?  
A) Data tab > Outline group                                      B) Home tab > Sort & Filter  
C) View tab > Outline                                      D) Insert tab > Tables  
**Ans: A) Data tab > Outline group**
- What is the result of ungrouping in Excel?  
A) Removes grouping from rows or columns  
B) Deletes rows  
C) Filters rows  
D) Sorts columns  
**Ans: A) Removes grouping from rows or columns**
- Which keyboard shortcut is used to close the current workbook in Excel?  
A) Ctrl + W                                      B) Ctrl + S  
C) Ctrl + C                                      D) Ctrl + X  
**Ans: A) Ctrl + W**
- What will "c? t" match in Find and Replace?  
A) cat, cut, cot                                      B) cart, count, cast  
C) cat, cart, cut                                      D) Only cat  
**Ans: A) cat, cut, cot**
- What is the purpose of the Format Painter in Excel?  
A) To copy and apply formatting from one cell to another  
B) To copy cell values  
C) To delete the format of a selected cell  
D) To apply formulas from one cell to another  
**Ans: A) To copy and apply formatting from one cell to another**