

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

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MORE ON EXCEL

Chapter-3

A. Read the clues and answer the following.

1. It is used to highlight cells that contain values greater than a particular value.
2. It is a way to arrange the data in ascending or descending order.
3. It is used to separate unwanted material from a mixture.
4. It is a shortcut key used to print the worksheet.

B. Circle the correct option.

1. The Add Level button is available under Insert tab/Sort dialog box.
2. The Conditional/Optional Formatting option is available in Styles group under the Home tab.
3. The Highlight Cells Rules/Data Bars option is selected when you want to highlight all cells satisfying a given condition.
4. The filters once applied can/cannot be easily removed.
5. The filter can also be applied through Sort & Filter group under the Data/Review tab.

C. Write the name of command used to:

1. Add colour schemes to all selected cells slowly varying from top to bottom items.
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2. Add icon sets to show which cells are acceptable, which are moderate and which need attention.
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3. Add data bars to the cells having numeric data.
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D. Name the following icons.



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