

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

MORE ON EXCEL

Chapter-3

A. Explain the following:

1. Conditional Formatting-
.....
2. CustomSort-
.....
3. Sorting -
.....

B. Tick (✓) the correct option.

1. We use Sort A to Z option to sort
a. Numbers b. Symbols c. Text d. All of these
2. The Sort & Filter command exist under the Editing group in the tab.
a. Home b. Formula c. Insert d. Review
3. The Sort smallest to largest option is used to sort
a. Numbers b. Symbols c. Text d. None of these
4. The Sort & Filter group exist under the tab.
a. Home b. Data c. Both a and b d. None of these
5. The option used to define your own rule for highlighting cells is
a. New Rule b. Clear Rules c. Create Rule d. Add Rule
6. The Print option available in the tab.
a. Data b. Home c. File d. None of these