

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## ADVANCE FEATURES OF EXCEL

### Chapter-2

#### A. Define the following:

1. Conditional Formatting: .....
2. Custom Sort: .....
3. Sorting: .....

#### B. Tick (✓) the correct option.

1. We use Sort A to Z option to sort .....  

|            |                          |                 |                          |
|------------|--------------------------|-----------------|--------------------------|
| a. Numbers | <input type="checkbox"/> | b. Symbols      | <input type="checkbox"/> |
| c. Text    | <input type="checkbox"/> | d. All of these | <input type="checkbox"/> |
2. The Sort & Filter command exist under the Editing group in the ..... tab.  

|           |                          |            |                          |
|-----------|--------------------------|------------|--------------------------|
| a. Home   | <input type="checkbox"/> | b. Formula | <input type="checkbox"/> |
| c. Insert | <input type="checkbox"/> | d. Review  | <input type="checkbox"/> |
3. The Sort smallest to largest option is used to sort .....  

|            |                          |                  |                          |
|------------|--------------------------|------------------|--------------------------|
| a. Numbers | <input type="checkbox"/> | b. Symbols       | <input type="checkbox"/> |
| c. Text    | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |
4. Under which ..... tab, the Sort and Filter group to present?  

|                 |                          |                  |                          |
|-----------------|--------------------------|------------------|--------------------------|
| a. Home         | <input type="checkbox"/> | b. Data          | <input type="checkbox"/> |
| c. Both a and b | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |
5. Which of these is used to define your own rule for highlighting cells?  

|                |                          |                |                          |
|----------------|--------------------------|----------------|--------------------------|
| a. New Rule    | <input type="checkbox"/> | b. Clear Rules | <input type="checkbox"/> |
| c. Create Rule | <input type="checkbox"/> | d. Add Rule    | <input type="checkbox"/> |
6. Under which tab of Excel the print option is present?  

|         |                          |                  |                          |
|---------|--------------------------|------------------|--------------------------|
| a. Data | <input type="checkbox"/> | b. Home          | <input type="checkbox"/> |
| c. File | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |