TOUCHPAD Computer Textbook Series

ORANGE™

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 the command used to:

1. Add colour schemes to all selected cells slowly varying from top to bottom items.

   ....

2. Add icon sets to show which cells are acceptable, which are moderate and which need attention.

   ....

3. Add data bars to the cells having numeric data.

   ....

D. Name the following icons:

1. ....   2. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....

Touchpad PRIME (Version 1.1)–VII