

Name:

Roll No:

Class: Section:

Date:

MORE ON EXCEL

Chapter-3

A. Complete the sentences.

- The filter can also be applied through Sort & Filter group under the Data tab by selecting the
- The Data Bars option is used to add data bars to the cells having
- The Highlight Cells Rules option is used to highlight all cells satisfying a given
- The Top/Bottom Rules option is used to highlight some top or bottom cells in a

B. Write 'T' for true and 'F' for false. Correct the false statements.

- Excel can arrange the selected data in ascending order only.
.....
- Conditional Formatting is used to separate unwanted material from a mixture.
.....
- The conditional formatting applied to a data can be cleared by selecting New Rule option.
.....

C. Tick (✓) the correct option.

- 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"/>
- 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"/>

D. What is the difference between sorting data and filtering data?

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