

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF EXCEL

Chapter-2

A. Explain 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	☐	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	☐