

Name:

Roll No:

Class: Section:

Date:

MORE ON EXCEL 2016

Chapter-4

A. Match the following:

- | | |
|-----------------|-----------------|
| 1. Formula | Format |
| 2. Wrap Text | = |
| 3. Column width | Alignment group |

B. Tick (✓) the correct option.

- We use Sort A to Z option to sort

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. All of these	☐
- The Sort & Filter command exist under the Editing group in the tab.

a. Home	☐	b. Formula	☐
c. Insert	☐	d. Review	☐

C. Write the steps to use Autofill feature.

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

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