

Name:

Roll No:

Class: Section:

Date:

EXCEL AS DATABASE

Chapter-6

A. Tick (✓) the correct option.

- Which of these is arranging data in ascending or descending order?
 a. Filtering ☐ b. Sorting ☐ c. Searching ☐
- Which of the following allows you to calculate group-wise sum?
 a. Autosum ☐ b. Subtotal ☐ c. Addition ☐
- Pivot table command is present under which tab?
 a. Home ☐ b. Insert ☐ c. Data ☐

B. Answer the following questions:

- What is conditional formatting? Name any four criteria which can be used while applying conditional formatting?

- What is the use of Pivot Tables?

- What is Data Validation?

- Write the steps to delete a record.

- How one can use excel as Database?

