

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON EXCEL 2016

Chapter-2

A. Match the following:

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

B. Tick (✓) the correct option.

- We use Sort A to Z option to sort
 a. Numbers ☐ b. Symbols ☐ c. Text ☐
- The Sort & Filter command exist under the Editing group in the tab.
 a. Home ☐ b. Formula ☐ c. Insert ☐

C. Answer the following questions.

- Write the steps to use Autofill feature.

- What is the difference between sorting data and filtering data?

- What are the rules of precedence, while performing calculations using a formula?

- What are the two methods of copying a formula?

