

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ADVANCE FEATURES OF EXCEL

### Chapter-2

#### A. Fill in the blanks.

- Sort & Filter command is present under the ..... tab.
- The IF function takes three arguments into consideration: the ....., the value to be displayed when the condition is true, and the value to be displayed when the condition evaluates to be false.
- ..... key combination is used to filter the data.
- Conditional Formatting command is present under ..... group.

#### B. Write T for true and F for false statements.

- Sorting means arranging the data in an unordered sequence. ....
- In ascending order, sorting is done from A to Z. ....
- Excel allows us to do sorting on a range of selected cells. ....
- Custom sort allows us to add the levels of sorting. ....

#### C. Differentiate between the following:

Sorting data

Filtering data

.....  
.....

#### D. Answer the following questions:

- What are the two different ways of sorting columns?  
.....  
.....
- How is sorting beneficial to us?  
.....  
.....