

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCE FEATURES OF EXCEL

Chapter-2

A. Complete the sentences.

- The filter can also be applied through Sort & Filter group under the Data tab by selecting the
- The Data Bars option is used to add data bars to the cells having
- The Highlight Cells Rules option is used to highlight all cells satisfying a given
- The Top/Bottom Rules option is used to highlight some top or bottom cells in a
- We can select the Conditional Formatting command from Styles group under the

B. Write 'T' for true and 'F' for false. Correct the false statements.

- The selected data in Excel is usually arranged in descending order.
.....
- Conditional Formatting is used to separate unwanted material from a mixture.
.....
- The conditional formatting applied to a data can be cleared by selecting New Rule option.
.....

C. Tick (✓) the correct option.

- Numbers and Symbols in Excel can be sorted by using
 a. Sort A to Z b. Find & Select c. AutoSum
- The Sort & Filter command exist under the Editing group in the tab.
 a. Home b. Formula
 c. Insert d. Review

Class -7