

# Worksheet

2

Name: .....

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

Date: .....

## ADVANCED FEATURES OF EXCEL

### Chapter-2

#### A. Explain the following:

1. Conditional Formatting- .....
2. Custom Sort - .....
3. Sorting - .....

#### B. Tick (✓) the correct option.

1. We use Sort A to Z option to sort .....
 

|            |                          |                 |                          |
|------------|--------------------------|-----------------|--------------------------|
| a. Numbers | <input type="checkbox"/> | b. Symbols      | <input type="checkbox"/> |
| c. Text    | <input type="checkbox"/> | d. All of these | <input type="checkbox"/> |
2. The Sort & Filter command exist under the Editing group in the ..... tab.
 

|           |                          |            |                          |
|-----------|--------------------------|------------|--------------------------|
| a. Home   | <input type="checkbox"/> | b. Formula | <input type="checkbox"/> |
| c. Insert | <input type="checkbox"/> | d. Review  | <input type="checkbox"/> |
3. The Sort smallest to largest option is used to sort .....
 

|            |                          |                  |                          |
|------------|--------------------------|------------------|--------------------------|
| a. Numbers | <input type="checkbox"/> | b. Symbols       | <input type="checkbox"/> |
| c. Text    | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |
4. The Sort & Filter group exist under the ..... tab.
 

|                 |                          |                  |                          |
|-----------------|--------------------------|------------------|--------------------------|
| a. Home         | <input type="checkbox"/> | b. Data          | <input type="checkbox"/> |
| c. Both a and b | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |