Worksheet

EDITING IN MS EXCEL

Chapter-6

A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the ....

2. The Data Bars option is used to add data bars to the cells having ....

3. The Highlight Cells Rules option is used to highlight all cells satisfying a given ....

4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a ....

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

1. Excel can arrange the selected data in ascending order only.

    ....

2. Conditional Formatting is used to separate unwanted material from a mixture.

    ....

3. The conditional formatting applied to a data can be cleared by selecting New Rule option.

    ....

C. Tick (✓) the correct option.

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

    a. Numbers ☐   b. Symbols ☐

    c. Text ☐   d. All of these ☐

2. The Sort & Filter command exist under the Editing group in the .... tab.

    a. Home ☐   b. Formula ☐

    c. Insert ☐   d. Review ☐

D. What is the difference between sorting data and filtering data?

....

....

Class -7

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....