

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCE FEATURES OF EXCEL

Chapter-2

A. Define 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	☐	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	☐
3. The Sort smallest to largest option is used to sort

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. None of these	☐
4. Under which tab, the Sort and Filter group to present?

a. Home	☐	b. Data	☐
c. Both a and b	☐	d. None of these	☐
5. Which of these is used to define your own rule for highlighting cells?

a. New Rule	☐	b. Clear Rules	☐
c. Create Rule	☐	d. Add Rule	☐
6. Under which tab of Excel the print option is present?

a. Data	☐	b. Home	☐
c. File	☐	d. None of these	☐