

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING IN EXCEL 2016

Chapter-4

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

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

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

- We use Sort A to Z option to sort

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. All of these	☐
- 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?

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