

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL

Chapter-2

A. Fill in the blanks.

- Sort & Filter command is present under the tab.
- The IF function takes three arguments into consideration: the, the value to be displayed when the condition is true, and the value to be displayed when the condition evaluates to be false.
- key combination is used to filter the data.
- Conditional Formatting command is present under group.

B. Write T for true and F for false statements.

- Sorting means arranging the data in an unordered sequence.
- In ascending order, sorting is done from A to Z.
- Excel allows us to do sorting on a range of selected cells.
- Custom sort allows us to add the levels of sorting.

C. Differentiate between the following:

Sorting data

Filtering data

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D. Answer the following questions:

- What are the two different ways of sorting columns?

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- How is sorting beneficial to us?

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