Worksheet

Name: ....

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

Date: ....

ADVANCED FEATURES OF EXCEL

Chapter-2

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 ....

5. We can select the Conditional Formatting command from Styles group under the ....

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

1. The selected data in Excel is usually arranged in descending order.

   ....

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. Numbers and Symbols in Excel can be sorted by using ....

   a. Sort A to Z ☐   b. Find & Select ☐

   c. AutoSum ☐   d. Conditions ☐

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

   a. Home ☐   b. Formula ☐

   c. Insert ☐   d. Review ☐

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....