

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL

Chapter-2

A. Tick (✓) the correct option.

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

a. Home	☐	b. Formula	☐
c. Insert	☐	d. Review	☐
- The Sort smallest to largest option is used to sort

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. None of these	☐
- is used in Excel to filter unwanted data from a set of data.

a. Sorting	☐	b. Filtering	☐
c. Formatting	☐	d. None of these	☐

B. Define the following:

- Conditional Formatting
- Custom Sort
- Sorting

C. Read the clues and answer the following:

- It is used to highlight cells that contain values greater than a particular value.
- It is a way to arrange the data in ascending or descending order.
- It is used to separate unwanted material from a mixture.