

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES IN EXCEL

Chapter-2

A. Circle the correct option.

1. The Add Level button is available under (Insert tab / Sort dialog box).
2. The (Conditional / Optional) Formatting option is available in Styles group under the Home tab.
3. The Highlight Cells (Rules / Data) Bars option is selected when you want to highlight all cells satisfying a given condition.
4. The filters once applied (can / cannot) be easily removed.
5. The filter can also be applied through Sort & Filter group under the (Data / Home) tab.

B. Answer the following questions:

1. Write the steps to sort the data in a worksheet.

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2. Write about any two options of conditional formatting.

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C. Competency-based/Application-based question:

Ravi is making an Excel sheet for the work given by his class teacher. He doesn't want to hide any row but still wants to highlight all the cells. Which option should he use to do so?