

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL 2016

Chapter-3

A. Tick (✓) the correct option.

- We use Sort A to Z option to sort
 a. Numbers ☐ b. Symbols ☐
 c. Text ☐ d. All of these ☐
- Sort & Filter command exist under which tab of Editing group?
 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 ☐
- Sort & Filter group exist under the which tab?
 a. Home ☐ b. Data ☐
 c. Both (a) and (b) ☐ d. None of these ☐

B. Explain the following:

- Conditional Formatting-
- Custom Sort -
- Sorting -