

Worksheet

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Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL 2016

Chapter-3

A. Explain the following:

1. Conditional Formatting-
2. Custom Sort-
3. Sorting -

B. Tick (✓) the correct option.

1. We use Sort A to Z option to sort

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. All of these	☐
2. Sort & Filter command exist under which tab of Editing group?

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

a. Numbers	☐	b. Symbols	☐
c. Text	☐	d. None of these	☐
4. Sort & Filter group exist under the which tab?

a. Home	☐	b. Data	☐
c. Both (a) and (b)	☐	d. None of these	☐