Worksheet

Name: ....

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

Date: ....

ADVANCED FEATURES OF EXCEL 2016

Chapter-3

Class -7

A. Tick (✓) the correct option.

1. Which of the following is called field in a database?

   a. Column ☐   b. Row ☐

   c. Cell ☐   d. Worksheet ☐

2. Which of the following is a window used to display or enter a record in an Excel worksheet?

   a. Row ☐   b. Form ☐

   c. Textbox ☐   d. None of these ☐

3. Which of the following options is used to search a record in a form?

   a. New ☐   b. Criteria ☐

   c. Clear ☐   d. None of these ☐

B. Answer the following questions:

1. What is conditional formatting? Name any four criteria which can be used while applying conditional formatting?

   ....

   ....

2. What is the use of Pivot Tables?

   ....

3. What is Data Validation?

   ....

4. Write the steps to delete a record.

   ....

   ....

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....