

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## ADVANCED FEATURES OF EXCEL

### A. Tick (✓) the correct option.

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

a. Home	<input type="checkbox"/>	b. Formula	<input type="checkbox"/>
c. Insert	<input type="checkbox"/>	d. Review	<input type="checkbox"/>
- The Sort smallest to largest option is used to sort .....
 

a. Numbers	<input type="checkbox"/>	b. Symbols	<input type="checkbox"/>
c. Text	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- ..... is used in Excel to filter unwanted data from a set of data.
 

a. Sorting	<input type="checkbox"/>	b. Filtering	<input type="checkbox"/>
c. Formatting	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

### 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. ....