

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF EXCEL

A. Define 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. The Sort & Filter command exist under the Editing group in the tab.
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. The Sort & Filter group exist under the tab.
a. Home b. Data
c. Both a and b d. None of these
5. The option used to define your own rule for highlighting cells is
a. New Rule b. Clear Rule
c. Create Rule d. Add Rule