Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EXCEL AS DATABASE

Chapter-6

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 ☐

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____