

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ADVANCE 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. Under which tab, the Sort and Filter group to present?
a. Home b. Data
c. Both a and b d. None of these
5. Which of these is used to define your own rule for highlighting cells?
a. New Rule b. Clear Rules
c. Create Rule d. Add Rule
6. Under which tab of Excel the print option is present?
a. Data b. Home
c. File d. None of these