

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL

Chapter-3

A. Read the clues and answer the following.

1. It is used to highlight cells that contain values greater than a particular value.
2. It is a way to arrange the data in ascending or descending order.
3. It is used to separate unwanted material from a mixture.

B. Circle the correct option.

1. The Add Level button is available under (Insert tab / Sort dialog box).
2. The (Conditional / Optional) Formatting option is available in Styles group under the Home tab.
3. The Highlight Cells (Rules / Data) Bars option is selected when you want to highlight all cells satisfying a given condition.
4. The filters once applied (can / cannot) be easily removed.
5. The filter can also be applied through Sort & Filter group under the (Data / Review) tab.

C. Write the name of the command which is used to.

1. Add colour schemes to all the selected cells slowly varying from top to bottom items.
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2. Add icon sets to show which cells are acceptable, which are moderate and which need attention.
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3. Add data bars to the cells having numeric data.
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