

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## MORE ON EXCEL

## Chapter-3

### A. Tick (✓) the correct option.

- Which option is not found under the Data tab?
 

a. Print	<input type="checkbox"/>	b. Sort	<input type="checkbox"/>
c. Filter	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these is a type of chart available in Excel?
 

a. Perimeter	<input type="checkbox"/>	b. Volume	<input type="checkbox"/>
c. Area	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which option under the Sort & Filter group of the Data tab removes all filters from the list?
 

a. Remove	<input type="checkbox"/>	b. filter	<input type="checkbox"/>
c. Delete Filter	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these arranges the data in a list in a particular order?
 

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

### B. Write 'T' for true and 'F' for false.

- Excel can sort data in a single field only. ....
- The Chart features cannot be changed in Excel. ....
- The Conditional formatting feature enables you to apply formatting to the cells which satisfy a particular condition. ....
- The Horizontal Cells Rules option is used to find top 10 items. ....

### C. Answer the following questions.

- What is sorting of data?  
.....
- What is conditional formatting?  
.....
- What is filtering of data?  
.....