



مکتبہ ایلیٹ انگلیزیہ The Elite English School

1. The _____ feature allows us to make a total of given data into a group with row labels and column headers.
2. Click subtotals option is available under _____ menu to open subtotals dialog box.
3. Which of the following tab is not a part of the subtotals dialog box?
A) 1st Group b) 2nd Group c) 4th Group d) Options
4. The sort of option is available in _____ tab of subtotals dialog box.
5. You cannot apply custom sort orders into subtotals. (True/False)
6. You can apply subtotals according to column order which is given in the worksheet only. (True/False)
7. The _____ option pops up a drop-down list which contains columns to group by for subtotals.
8. You cannot apply subtotals if the worksheet doesn't have proper row labels and column headers. (True/False)
9. To display the sum of values _____ option must be checked in the subtotals dialog box.