PRIMARY

Subject: ICT

NAME: _____ **GRADE: 6; TOPIC: Advanced options in Excel**

Q. Match the following Autofill options and Actions. (Refer Page No: 50 from the Text book-Tricky Terms)

Options	**Using for**
1. Fill handle	a. Setting cell format according to the conditions specified by the user
2. Auto Fill	b. A small black square in the lower-right corner of the active cell(s)
3. Custom list	c. To use complex criteria to filter data.
4. Flash Fill	d. A feature that lets you quickly fill in a predefined list or an arithmetic series.
5. Sorting	e. To display only the rows/columns that meet the specified conditions or criteria.
6. Filtering	f. An ordered list of frequently used text entries that you can enter quickly through Auto Fill.
7. Custom Filtering	g. A feature that recognizes a given data pattern and fills the data series in the column.
8. Conditional Formatting	h. Rearranging the data in cells in a specified order.