

## Chapter-2

### **MORE ON EXCEL 2016**

#### **Part A: Fill in the Blanks**

Fill in the blanks with the correct words from the box provided.

**Words:** Filter, Editing, Sorting, Conditional formatting, Home, Descending, Data Validation, Goal Seek

1. \_\_\_\_\_ is used to arrange data either in ascending or descending order.
2. In \_\_\_\_\_ order, numbers are arranged from highest to lowest.
3. \_\_\_\_\_ is used to display data that meet certain conditions.
4. \_\_\_\_\_ allows you to apply formatting of cells based on certain conditions.
5. \_\_\_\_\_ option is used to restrict the type of data that can be entered in the cell.
6. Sort & Filter option is available under \_\_\_\_\_ group.

#### **Part B: True or False**

Write **True (T)** or **False (F)** for the following statements.

1. **Sorting** can only be done in ascending order.
2. **Filtering** hides rows that do not meet the specified conditions.

3. **Conditional Formatting** can be used to highlight cells based on specific conditions.
4. **Data Validation** allows users to enter any type of data without restrictions.
5. **Goal Seek** is used to find the correct input value when only the output is known.

### Multiple Choice Questions

1. Which of the following is **not** a type of sorting order in Excel?
  - a) Ascending
  - b) Descending
  - c) Random
  - d) Custom
2. What is the purpose of **Filtering** in Excel?
  - a) To arrange data in ascending order
  - b) To display data that meets specific conditions
  - c) To apply formatting to cells
  - d) To restrict data entry
3. Which feature allows you to highlight cells based on specific conditions?
  - a) Sorting
  - b) Filtering
  - c) Conditional Formatting
  - d) Data Validation

4. What is the purpose of **Data Validation** in Excel?
  - a) To sort data in ascending or descending order
  - b) To restrict the type of data that can be entered in a cell
  - c) To filter data based on conditions
  - d) To apply formatting to cells
5. Which tool is used to find the correct input value when only the output is known?
  - a) Sorting
  - b) Filtering
  - c) Goal Seek
  - d) Conditional Formatting