

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