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.

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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

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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

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