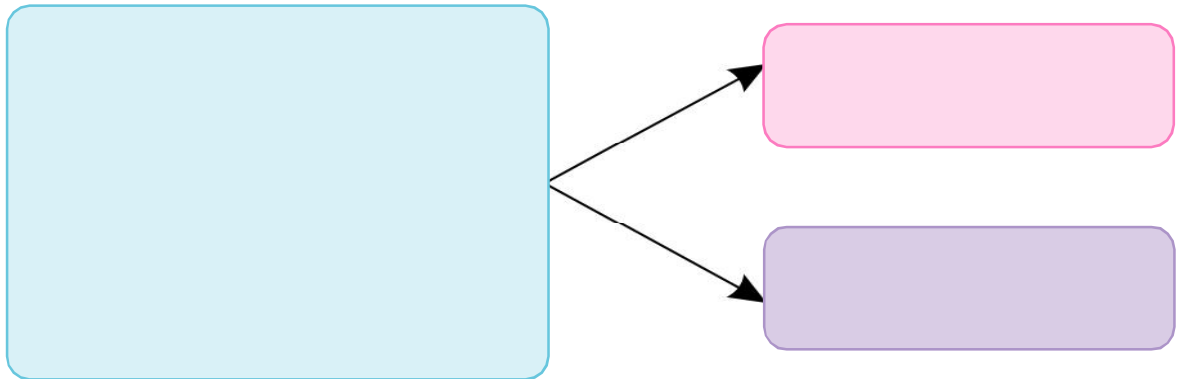


WORKSHEET

2

A. Answer the following Questions.


1. What is Sorting? Classify sorting in Excel.



2. State the difference between Filtering by Color and Filtering by Cell Color.

Filtering by Color	Filtering by Cell Color

3. What is Conditional Formatting? Name the Tab, Group and the Button by which you can perform Conditional Formatting in Excel.




Tab



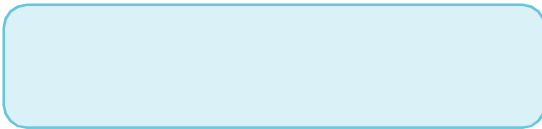
Group



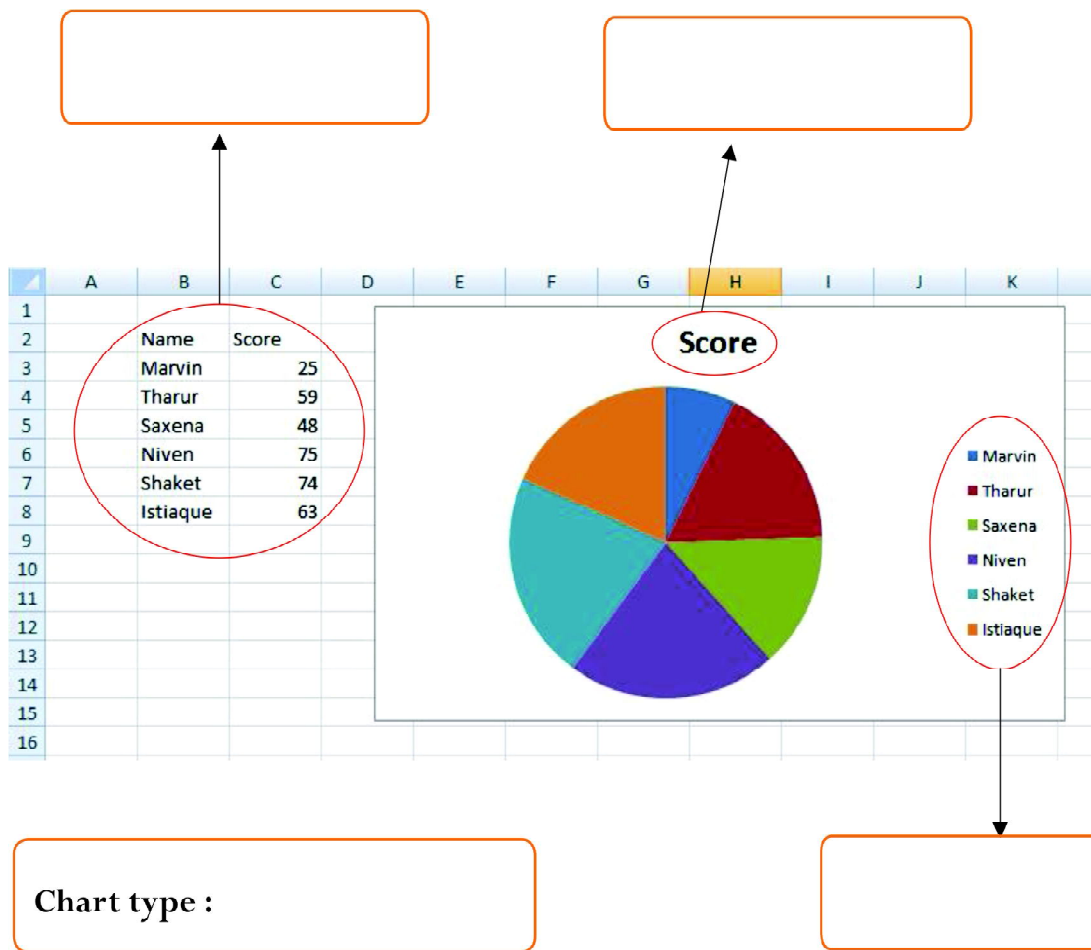
Button



4. Name any four Chart categories in Excel.



5. Label the Chart given below, also name the Chart Type.



6. Name the three different Chart Tools Tab that are found in Excel.

B. State True (T) or False (F):

1. The Sort button is present in the Home tab. ☐
2. You cannot arrange text in alphabetical order in Excel. ☐
3. The default sorting within a cell range is always performed according to the first column. ☐
4. It is possible to filter data according to Font or Cell colour. ☐
5. The Styles group of the Home tab houses the Conditional Formatting button. ☐
6. Filtering of data is used to display only selected amount of data (a subset of data) within a cell range. ☐
7. The Sort Tab is present in both Home and Data tab. ☐
8. While auto filtering a column containing data the drop down list of Auto Filter shows Number Filters if the column contain only numbers and Text Filters if the column contains text only. ☐
9. A pie chart shows trends and variations in data over time using a line. ☐
10. The Category Axis is used for identifying each data series within a chart. ☐

C. Fill in the blanks with the correct words.

Chart1	Move	Legend	Value
Source	Design	Pie	Line

1. A _____ chart shows trends and variations in data over time using a line.

2. A _____ chart displays information when you want to represent different parts of the whole, or the percentages of a total.
3. _____ in a chart is used to identify colours on a chart representation.
4. The range of cells containing data that makes a chart is termed as _____ data.
5. The _____ tab of the Chart Tools is responsible for changing the Chart Type, Data source, Layouts, Chart Styles etc.
6. The _____ axis that represents the values or units of the source data in a chart.
7. The _____ chart button of the Design tab in Chart Tools tab is used for moving a chart.
8. The default name for a chart sheet is _____.
9. The _____ option in the Print dialog box allows you to print a selected part of an Excel Sheet.

D. Choose the correct answer:

1. The Filter button is present in the _____ tab.
 - a) Home
 - b) Data
 - c) Insert
 - d) Chart Tools

2. The Custom Filter dialog allows you set a _____ for filtering.

- a) Condition
- b) Color
- c) Both a and b
- d) None of these

3. Filter by Font Color allows you to filter by _____ .

- a) Color of the cell
- b) Size of the font
- c) Color of the font
- d) Width of the cell

4. The _____ chart creates horizontal bars to represent variations of value with respect to time.

- a) Column
- b) Bar
- c) Pie
- d) Line

5. _____ is used for actual charted values which are usually rows or columns of the source data in a chart.

- a) Value Axis
- b) Chart Title
- c) Data Series
- d) Category Axis

6. The Chart Tools Tab provides additional tabs namely:

- a) Design Tab
- b) Layout Tab
- c) Format Tab
- d) All of these

7. The art of displaying only selected amount of data within a cell range is called _____.

- a) Filtering
- b) Formatting
- c) Both a and b
- d) None of these