

MS Excel: Basic Data Operations

A. Multiple Choice Questions:-

1. To sort the numbers, Excel provides which of the following options
 - (a) Sort Smallest to Largest
 - (b) Sort Largest to Smallest
 - (c) Both a and b
2. Using _____ option sorting can be done on multiple fields.
 - (a) Custom sort
 - (b) Number sorting
 - (C) Date sorting
3. To sort the dates, Excel provides which of the following options
 - (a) Sort Oldest to Newest
 - (b) Sort Newest to Oldest
 - (c) Both a and b
4. In conditional formatting drop-down, which option needs to be selected to edit rules
 - (a) Manage rules
 - (b) New rule
 - (c) Clear rule
5. On basis of number values, which option is provided by filter feature in MS Excel
 - (a) Ends with
 - (b) Begins with
 - (c) Not equal to

B. Fill in the blanks:

1. For complete control of sorting the data, we need the _____ option.
2. _____ refers to separating the desired data from the whole set.
3. Arranging the data either in ascending or descending order is called _____.
4. The _____ feature allows us to specify the cell formatting which should be applied if the cell contains a specific value.
5. Click on the _____ button to add another level of sorting.

C. State whether the following statements are true or false:

1. By default, the first column is considered as the basis for sorting the data.
2. All conditional formatting rules can neither be edited nor be deleted.
3. The cell pointer should be on any cell of the data set otherwise the filter option will display error.
4. Excel does not allow us to calculate subtotals depending on the set of common values in a column.

5. On the basis of Text, data can be filtered such as Ends with, Begins with, Contains etc.

D. Answer the following questions:

1. What do you mean by data sorting? Write down its benefits.
2. Describe different ways to filter the data in MS Excel.
3. Explain conditional formatting with examples.
4. Specify different parameters to calculate subtotal in MS Excel.
5. Explain Number and Text Filter options in MS Excel.