

**CLASS VII**  
**HOME ASSIGNMENT (27-06-2020)**  
**Ch-4 Assessment zone (HW -18)**



**A. Choose the correct answer.**

1. Which of the following feature in Excel lets you format the cells when the cell contents satisfy a particular condition?
  - a) Sorting
  - b) Custom Filtering
  - c) Conditional Formatting
  - d) Cell Formatting
2. Which of the following statement holds true for custom filtering in Excel?
  - a) This option lets you change the background colour of the cells on the basis of satisfaction of a condition.
  - b) This option lets you view selective rows that satisfies more than one condition for a column.
  - c) This option lets you arrange data in ascending or descending order.
  - d) This option lets you generate series of data.
3. Which of the following statements is not true about sorting data in Excel?
  - a) You can sort data in rows on the basis of text, numbers or dates.
  - b) You can sort data in ascending or descending order.
  - c) You cannot sort data by more than one column.
  - d) You can exclude header rows from sorting.

**B. Fill in the blanks using the words given in the box.**

custom filter    conditional formatting    filtering    home

1. The \_\_\_\_\_ feature of Excel lets you apply formatting to a cell only when the value in the cell satisfies a given condition.
2. The option to apply conditional formatting is available on the \_\_\_\_\_ tab.
3. The \_\_\_\_\_ feature lets you temporarily hide the rows that do not meet the specified condition.
4. Using \_\_\_\_\_ you can display data that satisfies more than one condition for a column.

➤ **SOLVE THE ABOVE QUESTIONS IN YOUR COPY**