

SATISH CHANDRA MEMORIAL SCHOOL
MODEL QUESTIONS FOR SESSION – 2020-21
MID-TERM EXAMINATION
COMPUTER
CLASS VII

CHAPTER – 4 - ADVANCED FEATURES OF MICROSOFT EXCEL 2013

Choose the correct answer for the following:

1. Arranging data in the ascending or the descending order is known as _____ data.
 - a) Filtering
 - b) Conditional formatting
 - c) Sorting
 - d) None of these
2. Arranging data from A to Z or 0 to 9 is called –
 - a) Descending order
 - b) Ascending order
 - c) Vertical order
 - d) Horizontal order
3. Arranging data from Z to A or 9 to 0 is called –
 - a) Vertical order
 - b) Ascending order
 - c) Horizontal order
 - d) Descending order
4. In Excel the Sort option is on the _____ tab.
 - a) Data
 - b) Insert
 - c) Home
 - d) Review
5. Viewing only selective data that satisfies a given condition is known as _____ data.
 - a) Sorting
 - b) Formatting
 - c) Filtering
 - d) None of these

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