CHAPTER – 4 - ADVANCED FEATURES OF MICROSOFT EXCEL 2013

Choose the correct answer for the following:

6. Before filtering the data, we have to make sure that the _____ for each item in a column is same.
   a) data size
   b) data type
   c) cell height
   d) cell width
7. The type of filtering that helps to display data that satisfies more than one condition for a column –
   a) Auto filtering
   b) Conditional formatting
   c) data arranging
   d) Custom filtering
8. This feature in Excel lets you apply formatting only when the cell contents satisfy a given condition –
   a) Formatting
   b) Data sorting
   c) Conditional formatting
   d) Data filtering
9. A conditional formatting option is in the _____ group of the Home tab.
   a) Styles
   b) Alignment
   c) Clipboard
   d) Number
10. The Filter option is in the Sort & Filter group on the _____ tab.
    a) Home
    b) Insert
    c) Data
    d) None of these

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