



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -2

Topic – Sorting and Filtering of Data

Subject: COMPUTER Class - 7

F.M:15

Chapter: Working with Data in MS Excel

Date: 04/05/2020

Choose the correct answer for each question:

15x1=15

1. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in _____.

- a. ascending order
- b. descending order
- c. alphabetical order
- d. random order

2. Sort button is present in _____ tab.

- a. Formulas
- b. Insert
- c. Data
- d. Page Layout

3. If we want to display a list of mobile phones with price below Rs15000, the concept to be applied in MS Excel is:

- a. sorting
- b. reordering
- c. filtering
- d. all of these

4. How many ways of filtering are possible in MS Excel?

- a. zero(0)
- b. one
- c. two

d. None of these

6. Which group consists of the Sort option?

a. Function Library

b. Calculation

c. Formula

d. none of these

7. To sort a column containing names alphabetically, the Sort On box must be set to:

a. Values

b. Numbers

c. Alphabetical

d. Surnames

8. What is the quickest way to remove all the Filters that have been applied to a worksheet?

a. Click on each filter and select Clear Filter.

b. Click on the Filter button in the Sort & Filter group.

c. Select the worksheet and then click on Clear Filter.

d. None of these

9. Which of the following is a valid Filter argument?

a. Does not equal

b. This Quarter

c. Filter by Cell Color

d. Depends on the type of data

10. What is a common sort term, if you want to sort your list by name, starting with A and ending with Z (smallest to largest)?

a. ascending

b. descending

c. largest

d. smallest

11. Under which tab and grouping of commands will you find the Filter tool?
- Insert --> Tables
 - Data --> Sort & Filter
 - File --> Filter
 - none of these
12. Which among the following should be selected for sorting on more than one field?
- A to Z
 - Custom Sort
 - Z to A
 - none of these
13. Which symbol appears on the header, when filter is applied on the record?
- A to Z
 - Z to A
 - arrow
 - all of these
14. Z → A option in Excel means:
- highest value at the bottom
 - Highest value at the top
 - Smallest value at the top
 - none of these
15. Sorting is defined as arranging given data in:
- ascending order
 - descending order
 - alphabetical order
 - any of these