



FOR GOD AND COUNTRY

# ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



## WORKSHEET -5

### Topic – Sorting and Filtering of Data

Subject: COMPUTER Class - 7

F.M:15

Chapter: Working with Data in MS Excel

Date: 30/01/2021

### 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?

- a. Insert --> Tables
- b. Data --> Sort & Filter
- c. File --> Filter
- d. none of these

12. Which among the following should be selected for sorting on more than one field?

- a. A to Z
- b. Custom Sort
- c. Z to A
- d. none of these

13. Which symbol appears on the header, when filter is applied on the record?

- a. A to Z
- b. Z to A
- c. arrow
- d. all of these

14. Z → A option in Excel means:

- a. highest value at the bottom
- b. Highest value at the top
- c. Smallest value at the top
- d. none of these

15. Sorting is defined as arranging given data in:

- a. ascending order
- b. descending order
- c. alphabetical order
- d. all of these

Phalguni Pramanik