ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

WORKSHEET -2(Answer Key)

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?

    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. **any of these**

Phalguni Pramanik