



FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



WORKSHEET -5(Answer Key)

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

- 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

 - ascending order
 - descending order**
 - alphabetical order
 - random order

- Sort button is present in _____ tab.
 - Formulas
 - Insert
 - Data**
 - Page Layout
- If we want to display a list of mobile phones with price below Rs15000, the concept to be applied in MS Excel is:
 - sorting
 - reordering
 - filtering**
 - all of these
- How many ways of filtering are possible in MS Excel?
 - zero(0)
 - one
 - two**
 - None of these
- 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**

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