

SANJIVANI PUBLIC SCHOOL

CLASS - VIIIth Test - 4

Computer ch-4 (Advance in Excel)

Do this work in your copy (T.M. - 20)

Q1) MCQ's :-

(3)

(a) which of these tabs holds the goal seek option.

(b) which key do you use to group consecutive worksheets

(c) which of these group hold to sort option in Excel.

Q2) fill in the blanks :-

(3)

(a) _____ is used to hide unwanted data.

(b) The _____ features of Excel allow you to work on multiple worksheets at the same time.

(c) The _____ features of Excel help in achieving target value.

Q3) True or false :-

(2)

(a) Sorting is applied to hide unwanted data temporarily

(b) Goal Seek is used for styling data.

(c) You cannot remove filter from a worksheet applying

Q4) Match them :-

(3)

(a) Sort & filter group

Flash fill

(b) Data tool group

what if analysis

(c) forecast group

Data tab

Q5) Answer these following question :-

(3)

(a) what is sorting?

(b) what is filtering?

(c) Describe the Auto fill feature?