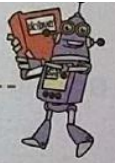# Chapter: - 4 Advanced Features of MS Excel 2013

➢ *Important terms:-*

Words to Know

- **Sorting:** It is a feature that lets you arrange data in ascending or descending order.
- **Filtering:** It is a feature that allows you to view only selective data that satisfies a given condition.
- **Conditional formatting:** It is a feature that lets you apply formatting to a cell only when the value in the cell satisfies a given condition.

RECAP ZONE

- Data can be arranged in ascending or descending order using the Sorting feature in Excel.
- You can view only the selective data based on the criteria using the Filtering feature in Excel.
- The option to sort and filter can be accessed from both the Home and Data tabs.
- The data in the cells can be formatted based on a condition using the conditional formatting feature in Excel.
- The option of conditional formatting is available on the Home tab.

ASSESSMENT ZONE

A. Choose the correct answer.

1. Which of the following feature in Excel lets you format the cells when the cell contents satisfy a particular condition?
   a) Sorting
   b) Custom Filtering
   c) Conditional Formatting
   d) Cell Formatting

2. Which of the following statement holds true for custom filtering in Excel?
   a) This option lets you change the background colour of the cells on the basis of satisfaction of a condition.
   b) This option lets you view selective rows that satisfies more than one condition for a column.
   c) This option lets you arrange data in ascending or descending order.
   d) This option lets you generate series of data.

3. Which of the following statements is not true about sorting data in Excel?
   a) You can sort data in rows on the basis of text, numbers or dates.
   b) You can sort data in ascending or descending order.
   c) You cannot sort data by more than one column.
   d) You can exclude header rows from sorting.

Answers of Choose the correct answer:-

(1)- c   (2)- b   (3)- c

B.   Fill in the blanks using the words given in the box.

custom filter   conditional formatting   filtering   home

1.   The _____ feature of Excel lets you apply formatting to a cell only when the value in the cell satisfies a given condition.

2.   The option to apply conditional formatting is available on the _____ tab.

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3.   The _____ feature lets you temporarily hide the rows that do not meet the specified condition.

4.   Using _____ you can display data that satisfies more than one condition for a column.

Answers of Fill in the blanks:-

(1)Conditional Formatting   (2) Home   (3) Filtering (4) Custom Filter

C.   Answer the following questions.

1.   What is the use of the sorting feature in Excel? How is it different from Filtering feature?

2.   What is custom filtering?

3.   Discuss the two ways in which you can specify the conditions when filtering data.

4.   How is conditional formatting useful to us? Name the tab that contains the option for applying conditional formatting.

C.   Answer the following questions:-

1. Answer:- Sorting feature is the special feature in excel, with the help of it we can arranged data in ascending or descending order in the worksheet. Sorting display all data in a particular order, but filtering feature display only selective data that satisfies a given condition.

2. Answer:- It is a type of filter which display data that satisfies more than one condition for a column.

3. Answer:- There are two ways to filtering data are :–

   1) Text Filter :- This option is used to filter the data based on text.

   2)Number Filte:- This option is used to filter the data based on number.

4. Answer:- Conditional formatting is a feature in Excel that let us apply formatting, such as cell shading or font colour to a cell when the cell contents satisfy a given condition. It appear in the style group on the home tab.

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