

Chapter 4

WORKSHEET

I. Fill in the blanks.

1. _____ allows the user to format a worksheet based on certain conditions.
2. _____ allow users to hide those rows that don't meet their criteria.
3. Arrangement of data is known as _____.
4. A _____ is a row in Excel.
5. A _____ is a column in a database with one type of data in the column.

II. State whether the following statements are True (T) or False (F).

1. Filtering is used to delete data. _____
2. Sorting of data can only be in ascending order. _____
3. You can use the scroll bar to go through the records. _____
4. Conditional formatting is based on certain conditions. _____
5. A form displays a complete row of information. _____

III. Tick (✓) the correct option.

1. The _____ feature in Excel can be used to arrange data in a particular order.
(a) Sort (b) Filter
(c) Formatting (d) Order
2. The _____ feature allows a user to view only data that he/she requires.
(a) Arranging (b) Sorting
(c) Accessing (d) Filtering

3. _____ shows complete information in a row.

(a) Home

(b) Sort

(c) Form

(d) View

4. _____ is a column that has only one type of data.

(a) Field

(b) Record

(c) Field name

(d) File

5. This button on a form finds the next entry.

(a) New

(b) Criteria

(c) Find Prev

(d) Find Next