4. Excel as Database

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 ☐