



Name of the Bundle	Office Productivity Bundle V2 (2024)	Subject	MS Excel
Topic	Sort & Filter data with Excel	Last updated on	15 May 2024

1. 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. Descending
- b. Largest
- c. Ascending
- d. Smallest

Ans: c. Ascending

Explanation: Using the ascending sort option in Excel helps in organizing data alphabetically, making it easier to search and analyze the data efficiently.

2. If you wanted to sort by multiple columns or criteria, you would need to click on the Sort & Filter command. Which option do you select from the drop-down menu?

- a. Custom Sort
- b. Ascending
- c. Descending
- d. Filter

Ans: a. Custom Sort

Explanation: This option allows you to define multiple levels of sorting criteria. For example, you can first sort by one column and then by another column within the previously sorted results. This is essential for organizing complex data sets where more than one column needs to be considered.



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3. Why would you put a filter on your spreadsheet?

- a. To view the top row at all times
- b. To view specific criteria in your spreadsheet
- c. To help with formulas
- d. In order to freeze the columns

Ans: b. To view specific criteria in your spreadsheet

Explanation: By putting a filter on your spreadsheet, you can easily view specific criteria in your data. This allows you to focus on specific information and analyse it more effectively. Filtering helps you narrow down your data based on certain conditions or criteria, making it easier to find and analyse the information you need.

4. Under which menu and grouping of commands will you find the Filter tool?

- a. Page Layout>Sheet Options
- b. Insert>Tables
- c. File>Filter
- d. Data>Sort & Filter

Ans: d. Data>Sort & Filter

Explanation: This is the correct menu and grouping. Under the Data tab, in the Sort & Filter group, you will find the Filter tool. This tool allows you to apply filters to your data, enabling you to view only the rows that meet specific criteria, making data analysis more efficient.



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5. In order to perform a filter correctly, you must have titles for your columns. What is the row of titles called?

- a. Footer Row
- b. Print Titles
- c. Header Row
- d. Worksheet Row

Ans : c. Header Row

Explanation : The Header Row contains the column titles and is used by Excel to apply filters and sort data correctly. When you apply a filter, Excel uses the header row to display drop-down lists for each column.

6. What happens to the header row when you click on the filter command?

- a. Drop-down arrows appear for the header cell in each column.
- b. A filter dialogue box will open with options.
- c. You will see a check list of all the column titles.
- d. Nothing happens.

Ans : a. Drop-down arrows appear for the header cell in each column.

Explanation: The drop-down arrows enable you to filter data within each column by showing or hiding rows that meet certain criteria. These arrows also allow for sorting the column data in ascending or descending order.



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7. The rearrangement of data in ascending (A-Z) or descending (Z-A) orders is called _____.

- a. Filtering
- b. Clear Rules
- c. Sorting
- d. Custom Filter

Ans: c. Sorting

Explanation: The rearrangement of data in ascending or descending orders based on a specific column or multiple columns is called Sorting.

8. When data is arranged in ascending or descending order for only 1 column is called _____.

- a. Multiple Column Sorting
- b. One Bar Sorting
- c. Single Column Sorting
- d. None of the above

Ans : c. Single Column Sorting

Explanation: When data is arranged in ascending or descending order based on values in only one column, it is referred to as Single Column Sorting.



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9. Sorting is done in _____ ways .

- a. One
- b. Two
- c. Three
- d. Four

Ans : b. Two

Explanation: Ctrl+Shift+V is the shortcut key to paste values in Excel. This will paste only the values of the copied cells, without any formatting or formulas.

10. Under which command tab will you find the Scale to Fit option?

- a. Home
- b. Insert
- c. Page Layout
- d. Formula

Ans : c. Page Layout

Explanation: The Scale to Fit option is typically found under the Page Layout command tab. This tab includes various options for adjusting the layout and formatting of the document or spreadsheet, such as page size, margins, and scaling. The Scale to Fit option allows users to adjust the size of the content to fit within the specified page dimensions, ensuring that the entire document or spreadsheet is visible when printed or viewed.



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11. The Page Layout tab includes what areas?

- Themes
- Scale to Fit
- Arrange
- All of the above

Ans : d. All of the above

Explanation:

a) Themes: This group allows you to change the overall theme of your document, including colors, fonts, and effects.

b) Scale to Fit: This group contains options to adjust the scale of your worksheet when printed. You can fit your sheet on one page, adjust the width and height, and set the scale percentage.

c) Arrange: This group provides tools for arranging objects, such as bringing them to the front or sending them to the back, aligning, and grouping.

12. You can apply a background to your spreadsheet but when you print your spreadsheet it will not print.

- Background images are not supported in the print layout of Excel.
- Excel background images are only for on-screen display and won't print.
- You need to use the 'Watermark' feature instead of a background for printing.
- To print a background image, you must insert it as a header/footer element.

Ans: b. Excel background images are only for on-screen display and won't print.

Explanation: When applying a background to a spreadsheet, it is only visible on the screen and not when the spreadsheet is printed. This is because the background is considered a formatting option and is not included in the print settings. Therefore, the statement that the background will not print is true.



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13. You cannot control how your sheet will print using the Page Layout command tab. Which of the following statements is NOT true?

- a. You can set the print area using the Page Layout tab.
- b. You can adjust margins using the Page Layout tab.
- c. You can control header and footer settings using the Page Layout tab.
- d. You can change the worksheet's font using the Page Layout tab.

Ans: d. You can change the worksheet's font using the Page Layout tab.

Explanation: The statement is false because the Page Layout command tab in a spreadsheet program allows users to control how their sheet will print. This tab typically includes options for adjusting page orientation, margins, scaling, and other print settings. Users can use these options to customize the appearance of their printed sheets and ensure that the content fits properly on the page.

14. The default margins for a spreadsheet are set to?

- a. 0.5, 0.5, 0.5, 0.5, header 0.3, footer 0.3
- b. 0.75, 0.75, 0.7, 0.7, header 0.3, footer 0.3
- c. 1.75, 1.75, 0.7, 0.7, header 0.5, footer 0.5
- d. 0, 0, 0.7, 0.7, header 0.0, footer 0.0

Ans: b. 0.75, 0.75, 0.7, 0.7, header 0.3, footer 0.3

Explanation: The default margins for a spreadsheet are set to 0.75 inches for the top and bottom margins, 0.7 inches for the left and right margins, and 0.3 inches for both the header and footer margins.



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15. There are only 3 preset options in your margins settings for your spreadsheet. They include:

- a. Normal
- b. Wide
- c. Narrow
- d. All of the above

Ans: d. All of the above

Explanation: The correct answer is Normal, Wide, Narrow. These options refer to the preset margin settings available for a spreadsheet. "Normal" is the default margin setting, "Wide" allows for wider margins, and "Narrow" allows for narrower margins. The option "Paper Setup" is not included in the preset margin settings.

16. There are several different methods to change the margins of your spreadsheet. Which of the following options is NOT a method to change margins in Excel?

- a. Using the Page Layout tab
- b. Using the Print Preview dialog
- c. Using the Home tab
- d. Using the Page Setup dialog

Ans :c. Using the Home tab

Explanation: The Home tab in Excel is primarily for cell formatting, font changes, alignment, and other non-print-related adjustments. It does not provide options for changing margins.



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17. The BREAKS command is found under what command tab?

- a. Home
- b. Insert
- c. Page Layout
- d. Data

Ans: c. Page Layout

Explanation: The BREAKS command is found under the Page Layout command tab. This tab typically contains options related to formatting and organizing the layout of a document or spreadsheet. The BREAKS command specifically allows users to insert various types of breaks, such as page breaks or section breaks, to control the layout and formatting of a document.

18. You are able to see page breaks in NORMAL VIEW.

- a. You can view page breaks in Normal View.
- b. You cannot adjust page breaks in Page Break Preview.
- c. You cannot see page breaks in the Print Preview mode.
- d. You cannot insert manual page breaks from the Home tab.

Ans: a. You can view page breaks in Normal View.

Explanation : In NORMAL VIEW, you are not able to see page breaks. Page breaks are only visible in Page Break Preview or Print Layout view. In NORMAL VIEW, the document appears as a continuous flow of text without any indication of where the page breaks occur.



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19. The _____ will set the titles to print on every page.

- a. Print title command
- b. Sheet tab command
- c. Page setup command
- d. Row print command

Ans: a. Print title command

Explanation : The Print title command is the correct answer because it allows the user to set the titles that will be printed on every page. This command is commonly used in spreadsheet software to ensure that important information, such as column headers or row labels, is consistently displayed on each printed page. The user can specify which rows or columns should be repeated as titles on subsequent pages, improving the readability and organization of printed documents.

20. The command for header and footer can be found in what command tab?

- a. Home
- b. Insert
- c. Page Layout
- d. Data

Ans: b. Insert

Explanation

The correct answer is "Insert" because the command for header and footer is typically found in the Insert tab of a software program or application. This tab contains various options for inserting different elements into a document, such as headers, footers, page numbers, and other related features. By selecting the Insert tab, users can easily access and customize the header and footer settings for their document.



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21. What is the primary purpose of the sorting feature in Excel?

- a. To find and replace data
- b. To change the appearance of data
- c. To arrange data in a specific order
- d. To add new rows and columns

Ans: c. To arrange data in a specific order

Explanation: Sorting in Excel allows users to arrange data in ascending or descending order based on one or more columns. This helps in organizing data for better analysis and easier interpretation.

22. How can you sort data in ascending order using the Sort feature?

- a. Home -> Format -> Sort A to Z
- b. Data -> Sort -> Sort A to Z
- c. Review -> Sort -> Sort A to Z
- d. File -> Sort -> Sort A to Z

Ans: b. Data -> Sort -> Sort A to Z

Explanation: To sort data in ascending order, you go to the "Data" tab on the Ribbon and click on "Sort A to Z". This will arrange the selected column's data from the smallest to the largest value.



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23. Which of the following options allows you to perform a multi-level sort?

- a. Home -> Sort
- b. Data -> Filter
- c. Data -> Sort -> Add Level
- d. Review -> Sort -> Custom Sort

Ans: c. Data -> Sort -> Add Level

Explanation: Multi-level sorting can be done by going to the "Data" tab, clicking on "Sort", and then using the "Add Level" button to add additional sorting criteria. This is useful for sorting by multiple columns.

24. What does the filter feature in Excel do?

- a. It highlights cells with specific conditions.
- b. It temporarily hides rows that do not meet specified criteria.
- c. It changes the cell color based on conditions.
- d. It permanently deletes rows that do not meet specified criteria.

Ans: b. It temporarily hides rows that do not meet specified criteria.

Explanation: Filtering allows you to display only the rows that meet certain criteria, making it easier to focus on specific data. The other rows are hidden, not deleted.



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25. How do you apply a filter to a range of data in Excel?

- Home -> Insert -> Filter
- View -> Filter
- Data -> Filter
- File -> Filter

Ans: c. Data -> Filter

Explanation: To apply a filter, select the range of data you want to filter, then go to the "Data" tab and click on "Filter". This adds filter arrows to each column header, allowing you to specify filtering criteria.

26. What happens when you clear a filter from a column?

- The filter is removed and all rows are visible again
- The column is deleted.
- Only the filtered rows are kept, and others are deleted.
- The data is sorted automatically.

Ans: a. The filter is removed and all rows are visible again.

Explanation: Clearing a filter removes the filtering criteria, making all rows visible once again. This does not alter or delete any data.



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27. Which feature allows you to filter data based on multiple conditions in Excel?

- a. Quick Analysis
- b. Conditional Formatting
- c. Advanced Filter
- d. PivotTable

Ans: c. Advanced Filter

Explanation: The Advanced Filter feature allows you to create complex criteria and filter data based on multiple conditions. This is more powerful than the basic filter options.

28. How can you sort a list of dates in descending order?

- a. Home -> Format -> Sort Newest to Oldest
- b. Data -> Sort -> Sort Z to A
- c. Data -> Sort -> Sort Newest to Oldest
- d. Insert -> Sort -> Sort Newest to Oldest

Ans: c. Data -> Sort -> Sort Newest to Oldest

Explanation: To sort dates in descending order (newest to oldest), go to the "Data" tab, click on "Sort", and choose "Sort Newest to Oldest". This arranges the dates from the most recent to the oldest.



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29. Which of the following options is NOT a type of filter available in Excel?

- a. Text Filters
- b. Number Filters
- c. Color Filters
- d. Row Filters

Ans: d. Row Filters

Explanation: Excel provides Text Filters, Number Filters, and Color Filters. There is no option called Row Filters; filtering is typically applied to columns.

30. In Excel, how can you remove all filters applied to a worksheet?

- a. Data -> Clear Filters
- b. Home -> Remove Filters
- c. Data -> Filter -> Clear
- d. File -> Options -> Remove Filters

Ans: c. Data -> Filter -> Clear

Explanation: To remove all filters, you can go to the "Data" tab, click on the "Filter" button, and select "Clear". This will remove all the filters applied and display all rows.

31. What is the purpose of the Page Layout view in Excel?

- a. To edit cell contents more efficiently
- b. To visualize how the spreadsheet will look when printed
- c. To switch between different worksheets
- d. To adjust the formula bar size

Ans: b. To visualize how the spreadsheet will look when printed

Explanation: The Page Layout view is designed to show you how your spreadsheet will appear on a printed page, including headers, footers, and margins. This view is helpful for preparing documents for printing.



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32. Which tab would you use to change the page orientation in Excel?

- a. Home
- b. Insert
- c. Page Layout
- d. View

Ans: c. Page Layout

Explanation: The Page Layout tab contains options for changing page orientation, size, margins, and other print-related settings. This is where you can switch between portrait and landscape orientations.

33. How can you add a header or footer in your Excel worksheet?

- a. Home -> Insert -> Header & Footer
- b. Insert -> Header & Footer
- c. Page Layout -> Insert -> Header & Footer
- d. View -> Header & Footer

Ans: b. Insert -> Header & Footer

Explanation: To add a header or footer, go to the Insert tab and click on Header & Footer. This will take you to the header/footer editing mode, where you can add text, dates, page numbers, etc.



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34. What does the 'Page Break Preview' view allow you to do?

- a. Edit cell contents more efficiently
- b. See how your worksheet data will print across different pages
- c. Switch between different worksheet
- d. Adjust the size of the formula bar

Ans: b. See how your worksheet data will print across different pages

Explanation: Page Break Preview shows how your data will be divided across printed pages and allows you to adjust where the page breaks occur. This is useful for ensuring that data is printed in a readable and logical manner.

35. Which of the following options is NOT a page view option in Excel?

- a. Normal View
- b. Page Layout View
- c. Custom View
- d. Page Break Preview

Ans: c. Custom View

Explanation: While Normal View, Page Layout View, and Page Break Preview are specific page view options in Excel, Custom View is a feature that allows you to save specific display settings, but it is not considered a standalone page view mode.



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36. How can you display gridlines on your printed Excel worksheet?

- a. Page Layout -> Gridlines -> View
- b. Page Layout -> Gridlines -> Print
- c. View -> Gridlines -> Print
- d. Home -> Gridlines -> Print

Ans: b. Page Layout -> Gridlines -> Print

Explanation: To print gridlines, go to the Page Layout tab, then check the Print box under Gridlines. This will ensure that the gridlines are included when you print your worksheet.

37. What happens if you click on "Fit Sheet on One Page" in the Page Layout tab?

- a. The worksheet is split into multiple pages
- b. The worksheet is printed in its actual size
- c. The worksheet is scaled to fit on a single page
- d. The worksheet is automatically saved

Ans: c. The worksheet is scaled to fit on a single page

Explanation: When you select "Fit Sheet on One Page" in the Page Layout tab, Excel scales down the entire worksheet to ensure it fits on one page. This feature is useful for creating concise printouts but may reduce the size of the text and data to fit everything onto a single page.