

**Pooja model school**  
**Session - 2025-2026**  
**Subject - computer**  
**Class -7th**  
**July month**  
**Week -2**  
**Practice worksheet**

**Chapter -3**

**Sorting and filtering in Excel 2019**

**Q.1 - MCQ's**

1. What is the purpose of custom filtering in Excel?  
A) To sort data in alphabetical order  
B) To filter data based on specific conditions  
C) To create charts  
D) To format cells
  
2. How can you access custom filtering options in Excel 2019?  
A) By using the "Filter" button in the Data tab  
B) By using the "Sort" button in the Home tab  
C) By right-clicking on a cell and selecting "Filter"  
D) By using the "AutoFilter" button in the Formula tab
  
3. What types of filters can you apply using custom filtering in Excel?  
A) Only text filters  
B) Only number filters  
C) Both text and number filters, as well as date filters  
D) Only date filters
  
4. Can you filter data based on multiple conditions using custom filtering in Excel?  
A) Yes  
B) No  
C) Only for text data  
D) Only for numerical data
  
5. How can you clear custom filters in Excel?  
A) By clicking on the "Clear" button in the Filter menu  
B) By deleting the filtered data  
C) By using the "Undo" button

D) By closing and reopening the workbook.

Q.2 - State True or False

- A. Excel does not allow you to sort data in descending order.( )
- B. The icon sets option highlights the cells by applying a colour gradient to the cell values.( )
- C. Once you have applied custom filtering, you cannot remove it. ( . )
- D. Excel allows you to apply custom filtering to the data.( )
- E. The filter button is present on the Data tab.( )

Q.3 - Define:-

- i. Sorting
- ii. Filtering
- iii. custom filter