

**Pooja model school  
Session - 2025-2026  
Subject - computer  
Class -7th  
July month  
Week -1  
Practice worksheet**

**Chapter -3**

**Sorting and filtering in Excel 2019**

Q.1 - MCQ's

1. What is the primary purpose of sorting data in Excel?

- A) To format cells
- B) To organize data in a specific order
- C) To create charts
- D) To perform calculations

2. Which of the following is a valid sort order in Excel?

- A) Ascending
- B) Descending
- C) Both A and B
- D) Neither A nor B

3. How do you access the Sort feature in Excel?

- A) Home tab > Sort & Filter group
- B) Data tab > Sort & Filter group
- C) Review tab > Sort group
- D) View tab > Sort group

4. What is the purpose of filtering data in Excel?

- A) To hide all data
- B) To display only specific data

- C) To create charts
- D) To perform calculations

5. How do you apply a filter to a dataset in Excel?

- A) Data tab > Filter button
- B) Home tab > Filter button
- C) Review tab > Filter button
- D) View tab > Filter button

6. What happens when you clear a filter in Excel?

- A) All data is deleted
- B) Filtered data is hidden permanently
- C) All data is displayed again
- D) Filter criteria are changed

Q.2 - Fill in the blanks.

1. To sort data in ascending order, select the data range and go to the \_\_\_\_\_ tab.
2. The \_\_\_\_\_ button is used to sort data in Excel.
3. You can sort data by \_\_\_\_\_ or \_\_\_\_\_ order.
4. To apply a filter to a dataset, select the data range and go to the \_\_\_\_\_ tab.
5. The \_\_\_\_\_ button is used to filter data in Excel.
6. When you clear a filter, all \_\_\_\_\_ is displayed again.

Q.3 True and False

1. You can only sort data in ascending order in Excel.( )
2. Sorting data in Excel changes the original data.( )
3. Filtering data in Excel deletes the hidden data.( )
4. You can apply multiple filters to a single dataset in Excel.( )