Chapter- 2
USING EXCEL AS A DATABASE

Level-1   1 Mark

Fill in the Blanks

1. A database helps the user to-------------retrieve, sort and edit data as needed.
2. A---------------- window or a screen that contains numerous fields or spaces to enter, modify, and view one record at a time.
3. ----------------- is a column label for the field in a database.
4. To restrict the type of data and the values while entering data in a cell, use-------------- option.
5. To search for a record with specific value, click on the---------button in a form.
6. -------------- provides an easy way to present the data in a summarised way.

2. State True or False.

a) Records refer to the rows in the database.

b) Field names can be duplicated in the database.

c) You can sort the data only on one field.

d) Field represents a column in the database.

e) Subtotal values in the database are calculated with Count function.

f) In a database, one cannot rearrange the data as per the need.

g) Conditional Formatting sets a cells format according to the condition that you specify.

C Application-based questions.

Kanika is a Chartered Accountant. She looks after the accounts of various companies and Microsoft Excel. She does not have any idea on how to view only those records that she the feature of Microsoft Excel, using which she can perform this task.

2 Varun is maintaining the marksheet of his class in Microsoft Excel. The teacher has aske marks entries between 1 and 100 in all the subjects. Which feature of Microsoft Excel order to accomplish the task?

3. A. Multiple-choice questions.

1. Which among the following features is used to filter the data in multiple fields using a specified criteria?

a. Advanced Filter

b. Criteria

c. Sorting

2 Which button under Data tab is used to remove a duplicate value from one or more columns

a. Remove

b. Remove Data:

c. Remove Duplicates

3. Which feature in a database provides an easy way to enter, modify, and view one record at

a. Form

b. Adding Subtotal

Filter

4. Which feature helps you to display only those records that meet the specified criteria?

a. Data Validation

b. Sort

c. Filter

5.Which feature allows us to arrange the given data according to a particular field elther

descending order?

a. Data Form

b. Filter

c. Sort

Level-2   2 Marks

1. Describe the term Database.?

2. What is the utility of a Form in a database?

3. 3.What is the use of the Sorting feature in Excel?

4. sked him to restrict the Excel should Varun use in

5. 4.How is Filter useful?

6. 5.What is a Pivot Table? Describe its utility.

7. 6.How is Advanced Filter different from Filter?

8. 7.State the difference between a Field and Record.?

9. write the steps to create a Form?

10. What is Database?

11. What is Record?

12. What is Field

13. What is use of sorting feature?

14. What are the steps for filtering?

15. What are the steps for advance filtering?

16. What is difference between filter and advance filter?

17. What is use of sorting feature?

18. What are the steps for filtering?

19. What are the steps for advance filtering?

20. What is difference between filter and advance filter?