

# ST.ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment, I.P. Extension, Patparganj, Delhi -92

Session - 2025- 26

Class : VII

Subject: Computer (L-3 Worksheet)

## Q1. Rewrite the incorrect statements.

- a) Data Validation means to allow the user to enter the entire range of values in a particular cell or a range of cells.

Ans. \_\_\_\_\_

\_\_\_\_\_

- b) The Pivot table feature of Excel 2016 allows you to analyse only small amounts of data.

Ans. \_\_\_\_\_

\_\_\_\_\_

- c) Conditional formatting command is present under Data tab.

Ans.

\_\_\_\_\_

\_\_\_\_\_

## Q2 Fill in the blanks.

- a) The \_\_\_\_\_ command allows you to calculate group wise sum.
- b) The \_\_\_\_\_ feature of Excel 2016 allows to consolidate ,  
summarise and present data.
- c) \_\_\_\_\_ can be described as making a choice based on a  
criteria.

**Q3 State True or False.**

- a) Before using the subtotal command, data must be sorted in ascending or  
descending order. \_\_\_\_\_
- b) The filters once applied can be easily removed. \_\_\_\_\_
- c) Excel provides only eight categories of charts. \_\_\_\_\_

**Q4 Complete the step to search a particular record.**

- Step 1 Click on the \_\_\_\_\_ tab.
- Step 2. Click on the \_\_\_\_\_ command.
- Step 3 Click on the \_\_\_\_\_ button.
- Step 4 Type the desired field value which want to \_\_\_\_\_ and press the  
enter key.