

# ST. ANDREWS SCOTS SCHOOL

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Session - 2026-2027

Class - VII.

Subject - Computer.

Topic - Ch-2 Advanced Feature of Excel

**Q.1 Tick the correct option.**

1. iii) IF
2. i) Editing
3. ii) Ctrl + Shift + L
4. i) Styles
- 5) ii) SUM

**Q2. Fill in the blanks.**

- 1) Sorting
- 2) Filter
- 3) Home
- 4) AVERAGE
- 5) Add level

**Q3. Think and Answer ( In notebook)**

- a. The IF ( ) function checks a condition to evaluate whether it as true or false and based on the result , suitable actions are performed.

This function takes three arguments into consideration: the

condition, the value to be displayed when the condition is true , and the value to be displayed when the condition evaluates to be false.

**b) To remove the filter , follow the given steps:**

- i) Click on the Sort & Filter command.**
- ii) Select Filter option from the drop-down list**

**c) Even when the data is arranged in ascending or descending order, it can still be sorted again within another column. For example, if student's mark list is sorted with respect to Roll no. column , we can still sort it in the Name column. You can do this in Excel using custom Sort.**

**d) To apply conditional formatting to a series of data , follow the given steps:**

- i) Select the data and click on the Conditional Formatting command.**
- ii) Select the desired option.**
- iii) Choose desired fill effect.**

**e) Excel allows us to see the important data and hide the rest data temporarily from the set of data. To apply filters, follow the given steps below:**

i) Select the data to be filtered and click on the Sort & Filter command.

ii) Select the Filter option from the drop-down list.

The list appears with the drop-down controls or the Filter switches on the right side of the column headings.

iii) Click on Filter switch . Here, we want to see the records of all the girls of the class.

iv ) Tick the desired checkbox

v) Click on OK button.

**Ans. Differentiate between**

4.

Sorting Data	Filtering Data
i. The physical arrangement of data in ascending or descending order is called sorting of data.	i. The feature of viewing rows of data suiting a specified selection criterion is called filtering data.
ii. It allows arranging the data either in ascending or descending order.	ii. Filtering enables us to display important data while temporarily hiding the rest of the dataset.

**Q7. Application based questions. ( In book)**

**a. Sort in Ascending order.**

**b. Conditional Formatting**