

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF EXCEL

Chapter-2

A. Match the following.

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| 1. Filtering data | a. Lowest to highest |
| 2. Ascending Order | b. Sorting by multiple columns |
| 3. Custom Sorting | c. is used to check a condition to be evaluated as True or False |
| 4. IF function | d. used to calculate the total of a given set of value |
| 5. SUM function | e. seeing the important data |

B. Prepare a list of all the stationery items along with rate list and find out the quantity required by you. The value you have to spend on each item is mentioned in To Value column.

	A	B	C	D	E
1	Stationery Items	Rate	Quantity Required	Amount	To Value
2	Pen	40		0	320
3	Notebook	120		0	720
4	Pencil	50		0	250
5	Eraser	5		0	100
6	Sharpner	5		0	100
7	Ruler	5		0	100
8	Drawing sheets	90		0	540
9	Ruled sheets	80		0	480