

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCE 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. Look at the table given below and answer the following questions. 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

- What is the rate of Ruler and Ruled sheet?
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- What is the difference in the rate of drawing sheets and ruled sheets?
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Class -7