

Class 7th Subject – Computer

Chapter 4 : “Advanced feature of MS- Excel”

A. Tick the correct answer:

1. b) Sorting
2. a) Data menu → Sort
3. b) Autofilter
4. b)

B. True or False:

1. True
2. False
3. True
4. False
5. False

C. Fill in the Blanks:

1. Sorting
2. Data menu
3. Format
4. Filtering

D. Answer the following questions:

1. Sorting data in MS- Excel is quite useful for manipulating data for reports. It allows the user to arrange the given data (which may be textual, numeric, alphanumeric) in a specified order.

Types of Sorting:

- a. Ascending Sorting: Arranging the data in an increasing order. Example: letters from A to Z, numbers from lowest to highest etc.
 - b. Descending Sorting: Arranging the data in an decreasing order. Example: letters from Z to A, numbers from highest to lowest etc.
2. The filter feature selectively blocks out data you don't want to see. Filtering is a quick and easy way to find and work with parts of data in a range.
- A filtered range displays only the rows/ columns that meet the conditions or criteria that have been specified by the user.

3. Applying the Autofilter:

The Autofilter option that allows you to filter data by prescribing simple criteria.

You need to follow few steps to apply Autofilter to the data.

a) Create a worksheet and enter data.

b) Select the data to be filtered.

c) Click on the **Data menu** → **Filter Sub menu** → **Autofilter** option.

d) The list appears with the dropdown controls or the filter switches on the right side of the column.

e) Click on the **filter switch**. All the values for that particular column appears in a list.

Removing the Autofilter:

a) Select **Data** → **filter**. The tick mark next to Autofilter indicated that the feature is on.

b) Click on **Autofilter** to turn off the feature.

4. We can sort the data in a selected range by prescribing multiple conditions:

a) Open the required worksheet and select the data that you want to sort.

b) Select **Data** menu → **Sort** option.

c) **The Sort** dialog box appears to let you select up to three columns to sort by and also specify the order in which we want to sort each one of the fields.

d) Select **Department** from the dropdown list in the **Sort by** box. Select Ascending option given on the right side of it.

e) Select **Emp Name** from the dropdown list in the **Then by** box. Select Ascending option given on the right side of it.

f) Select **Header row** option in **My data range** box.

g) Click on **OK Button**. The Data will be sorted according to the criteria given by us.