

ST.ANDREWS SCOTS SR. SEC. SCHOOL

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.

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

c) Conditional formatting command is present under Data tab.

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.