



CLASS NOTES-ANSWERS

Assess Yourself

1) Tick (✓) the correct option.

- a) Which function checks whether a condition is true or false??
- i) Power() iii) IF()
- ii) Else iv) None of these
- b) The Sort & Filter command is present under group.
- i) Editing iii) Number
- ii) Cells iv) Both (i) and (ii)
- c) Which key combination is used to filter the data?
- i) Ctrl+Shift+F iii) Ctrl+L
- ii) Ctrl+Shift+L iv) Ctrl+F
- d) Under which group is the Conditional Formatting command present?
- i) Styles iii) Font
- ii) Editing iv) Cells
- e) Which function calculates the total of a given set of values?
- i) POWER() iii) IF()
- ii) SUM() iv) AVERAGE()

2) Fill in the blanks using the words from the help box.

Home, SUM(), Sorting, Add Level, Filter

- a) The physical arrangement of data in ascending or descending order is called Sorting.
- b) Filter option shows the data you wish to see while hiding the rest



temporarily.

- c) Sort & Filter command is present under the [Home](#) tab.
- d) The [SUM\(\)](#) calculates the total of a given set of values.
- e) [Add Level](#) button is used to add another column for sorting.

3) Think and answer.

- a) Write the use of the IF function.

Answer: The IF() function checks a condition to evaluate 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) How can we remove the filters from the worksheet in Excel?

Answer: To remove a filter, follow the given steps:

- 1) Click on Sort & Filter command.
- 2) Select the Filter option from the drop-down menu.

- c) How do you apply custom sorting to the data?

Answer: To apply custom sorting, follow the given steps:

- 1) Select a column or range of the data to be sorted.
- 2) Click on the Sort & Filter command.
- 3) Select the Custom Sort option. A Sort dialog box will open.
- 4) Click on the Add Level button to add another column to sort.
- 5) Click on Then by down arrow in the Column section and choose the desired label.



6) Click on OK button.

d) Write the steps to apply conditional formatting.

Answer: To apply conditional formatting to a series of data, follow the given steps:

- 1) Select the data and click on the Conditional Formatting command.
- 2) Select the desired option.
- 3) Choose desired fill effect.

e) How do you filter the data in Excel?

Answer: To apply filters, follow the steps given below:

- 1) Select the data to be filtered and click on the Sort & Filter command.
- 2) Select the Filter option.
- 3) Click on Filter Switch.
- 4) Tick the desired checkbox.
- 5) Click on OK button.

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



4) Differentiate between the following:

Sorting data and Filtering data

Answer:

Sorting	Filtering
i) The physical arrangement of data in ascending or descending order is called sorting.	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) It allows us to see the important data while temporarily hiding the rest from the set of data.

5) Competency-based/Application-based questions:

- a) Divya was making a list of all the students of her class. She wishes to sort them alphabetically. Which type of sorting can she use for this?

Answer: Divya can use the Sort A to Z option.

- b) Chirag wants to see the names of those people from a list who have the same age as him. Which feature can he use for this?

Answer: Chirag can use custom sorting feature.

{CODING ZONE}

Fill the missing input values in the following questions.

- a) $45 \times 3 = 135$
- b) $125 \div 5 = 25$
- c) $36 + 82 + 14 = 132$