

St. Andrews Scots Sr. Sec. School
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Session: 2024-2025

Class: VII

Subject: Computer

Topic: Ch-2 Answer Key

Checkpoint

A. Tick (✓) correct option:-

1. Home
2. Text
3. Column headers
4. A to Z
5. Clear rules

B. Tick (✓) for correct statements and (×) for wrong ones:-

1. ×
2. ×
3. ×
4. ✓
5. ×

C. Answer the following questions:

1. Define sorting.

Ans. Sorting of data means to organise the selected data in ascending or descending order.

2. How do you remove filters?

Ans. To remove filters, click on the Data menu and then click on the Autofilter option.

3. What is the difference between sorting data and filtering data?

Ans. Sorting Data:- Sorting data is used to arrange the selected data in ascending or descending order and to make the data easier to understand, analyse and visualise.

Filtering Data:- Filtering data is used to separate required data from a set of data. It shows only required information while hiding the unwanted information.

4. Write steps to apply conditional formatting.

Ans. To apply conditional formatting to a series of data, follow these steps:

Step 1: Select the data and click on the Conditional Formatting command.

Step 2: Select the desired conditional formatting.

Step 3: Now select the desired option to apply on the selected cell range.