

ST. ANDREWS SCOTS SR. SEC. SCHOOL

Chapter – 3 Advanced features of Excel

Class VII

Subject : Computer

LET'S PLUG-IN

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1. F
2. T
3. T
4. F



LET'S CATCH UP

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Sorting refers to the process of arranging data in ascending or descending manner. It helps us to obtain data quickly and work efficiently.

TEST YOUR SKILLS



1. a. (i) b. (ii) c. (ii) d. (ii) e. (ii)
2. a. F b. F c. F d. T e. T
3. a. Sorting data means to organise the data in ascending or descending order.
b. To remove filters, click on the filter command in the Data tab.
c. Filter command is used to hide unimportant data.
4. a. Sorting data refers to the process of organizing data in ascending or descending order. Whereas, filtering data refers to remove or hide the unimportant data to emphasise on the important information.
b. Conditional formatting can be applied on the following criteria:
i. Highlight Cells Rules ii. Top/Bottom Rules iii. Data bars
iv. Color Scales v. Icon sets
c. To use Custom Sorting, follow these steps:
Step 1: Select the range of columns to be sorted.
Step 2: Click on the Sort & Filter command from the Editing group under Home tab. A dropdown list appears.
Step 3: Click on the Custom Sort option from the drop-down list.
The Sort dialog box opens.
Step 4: Check My data has headers checkbox, if the selected columns have a heading at the top.
Step 5: Click on the Sort by box and select the column header according to which you want to sort the data. In this case, we have selected Client Name header.
Step 6: Click on the Sort On box and select Cell Values option.
Step 7: Click on the Order box and select the A to Z or Z to A option. In This case, we have selected A to Z option.
Step 8: Click on the Add Level button at the top of the Sort dialog box to add another column to sort. In this case, we have added Amount Billed column.
Step 9: Click on the OK button.

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

Step 1: Select the data to which formatting is to be applied.

Step 2: Click on the Conditional Formatting command from Styles group under Home tab. A drop-down list appears. This list shows various criteria.

Step 3: Select the desired conditional formatting. In this case, we have selected the Orange Data Bar option under the Data Bars category. The selected conditional formatting is applied to the selected cell range.

FUN ZONE



LET'S SOLVE

1. Sorting
2. a. Editing b. Filter c. Sorting d. Conditional Formatting
e. Sort A to Z (text). Sort Smallest to Largest (numbers).