

## CLASS VII

### PRACTICAL HOME ASSIGNMENT

#### Ch-4 HOTS (HW - 23)

##### HOTS



Study the given image and answer the questions that follow.

1. Which feature of Excel will you use to arrange the data in the descending order of names of students?
2. Which feature of Excel will you use to view only the names and grades of students who have opted for 'Computer' as an activity?
3. Which feature of Excel has been used to highlight the cells having Grade 'A' in the column 'Grade'?

	A	B	C
1	Class VII D SUPW Grades List		
2	Name of the Student	Activity	Grades
3	Dhruv Sinha	Cricket	A
4	Geetika Sahni	Art	B
5	Harsh Kumar	Cricket	A
6	Harsh Kumar	Computer	A
7	Kavita Datta	Computer	A
8	Kunal Kapoor	Art	B
9	Meghna Srivastava	Art	C
10	Manul Gupta	Cricket	B
11	Shamika Sinha	Computer	A
12	Shivani Arya	Music	A
13	Sonam Agarwal	Computer	B
14	Snigdha Uppal	Computer	A
15	Sunaina Singhvi	Music	C
16	Supreeti Jain	Computer	A
17	Tia Sharma	Computer	A



- CREATE THE ABOVE WORKSHEET USING EXCEL IN YOUR COMPUTER/DEVICE AND FORMAT AS PER THE QUESTIONS GIVEN.

(PAGE NO. 73 OF YOUR COMPUTER BOOK)