

Class VII B.

Q → Answers of Page 50 send.

2. DO the following full forms of Chapter 9.

- | | | | |
|-----|---------|-------------------------------|-----|
| 1. | ARPANET | Page | 106 |
| 2. | VOIP | | 11 |
| 3. | EDI | | 108 |
| 4. | IRCTC |] Find ^{out} on Net. | |
| 5. | DVD | | |
| 6. | OTP | Page | 112 |
| 7. | UPI | | 113 |
| 8. | NPCI | | 113 |
| 9. | RBI | | 113 |
| 10. | BHIM | | 113 |
| 11. | MPIN | | 114 |
| 12. | IMPS | | 114 |

Sorting	Filtering
<p>➔ Sorting means grouping all the records in a table either ascending or descending based on a key field of the record.</p>	<p>➔ Filtering is an option that selects the required records and displays the result.</p>

3. Auto Fill is used to fill the cells with data that follows a particular format.
 4. Press and hold down the CTRL key and click on the sheets tabs you want to group.
 5. To remove filters, click on the clear button in the sort & filter group of the Data tab or click on the filter option.
- F.**
1. Sorting means arranging the data in an ascending order or a descending order. Whereas, Filtering means displaying the data that meet certain conditions.
 2. Advanced filter allows you to work that meets two or more complex criteria. Suppose you want to view the records of the students scoring marks in math ≥ 70 and total is ≥ 280 . In such situations, you can apply advanced filter.
 3. The goal seek feature of excel helps in fixing data in one cell by changing data in another cell on the basis of What If Analysis. What If Analysis is the process of changing the values in cells to see how those changes will affect the outcome of formulas on the worksheet.
 4. Data validation is used to apply restrictions on the data entries in cells. It helps you control the type of data to be entered in your worksheet.
 5. Auto Fill features is used to fill cells with data that follows a particular format.
Flash Fill feature recognizes the pattern of the typed content and flashes in the new cells automatically, when you repeat your entry. The Flash Fill feature makes data entry easy.