1. Fill in the blanks.
   a. Filter b. relative c. ascending
d. Sort e. Color Scales

2. In an Excel worksheet, a formula in the cell A2 is copied to the cell C2. What will the formula become in C2 if the formula in A2 is:
   a. =D2+E3 b. =D$2+$C3 c. =$B$2+E3
d. =D2+$C$3 e. =$B2+E$3

3. Circle the correct option.
   a. (i) b. (i) c. (iii) d. (iii) e. (i)

4. Put a tick (✓) for the correct statements and a cross (✗) for the wrong ones.
   a. ✓ b. ✗ c. ✓ d. ✗ e. ✓

5. Answer the questions.
   a. To make a cell address absolute, two dollar signs are used in the cell address: one before the column letter and the other before the row number. For example, the absolute reference of cell A3 is $A$3.
   b. Sorting refers to arranging data either in ascending or descending order. Following are the two ways of sorting the selected data in Excel.
      • On the Home tab, click the Sort & Filter button in the Editing group and select the desired sort option from the drop-down list.
      • On the Data tab, click the desired sort button in the Sort & Filter group.
   c. To sort the data in ascending order, follow these steps.
      1. Select a cell in the column according to which data is to be sorted.
      2. On the Home tab, click the Sort & Filter button in the Editing group. A drop-down list appears.
      3. Select Sort Smallest to Largest option (that appears if the selected column contains numeric data) or Sort A to Z option (that appears if the selected column contains alphanumeric data) to sort the data in the ascending order of the selected column.
   d. The Filter feature lets us view only the selected data in a range, while hiding the unwanted data temporarily. Filtered data displays the rows of the worksheet that meet the specified criteria and hides the remaining rows.
e. Custom filtering allows filtering the data based on certain specific conditions.
f. Conditional formatting is a feature that allows formatting the cells in a worksheet according to the specified conditions. For example, we can highlight the cells or a range of cells with a specific colour depending on whether they contain value greater than, less than or equal to a certain value. This helps to analyse the data in an effective way.
g. Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets.
h. Yes, we can clear conditional formatting from data. To do this, click the Conditional Formatting button in the Styles group on the Home tab, point to Clear Rules option in the drop-down menu.
and then select either Clear Rules from Selected Cells or Clear Rules from Entire Sheet option from the submenu that appears.

6. Application-based questions.
   a. (i) We will sort the data in the descending order of the Student Name field.
      (ii) We will sort the data first in the ascending order of Sport Name field and then in the ascending order of Monthly Fee field for each sport. We can sort the data on multiple fields using the Sort dialog box.
   b. (i) Mrs Kalyani should use the Filter feature of Excel.
      (ii) Editing group under the Home tab
      (iii) To turn off the filter, click the Sort & Filter button in the Editing group on the Home tab and select the Filter option from the drop-down list.
   c. Rubin should use Top/Bottom Rules option of Conditional Formatting.