DELHI PUBLIC SCHOOL JAMMU
SESSION 2024-25
ASSIGNMENT II

CLASS: VII
SUBJECT: COMPUTERS

A. Fill ups:

i) When sorting is performed on more than one column, it is called_____.

ii) _____ identifies each data series in a unique colour or pattern.

iii) Grouping worksheet allows to _____ multiple worksheets as a group at one go.

B. Very Short Answer Type Questions:

i) What is conditional formatting?
ii) Define Legend?
iii) What is chart?

C. Short Answer Questions:

i) Write the steps to insert multilevel sorting?
ii) What are the advantages of chart in MS Excel?