INDIAN SCHOOL AL WADI AL KABIR

Class: VII	Department : Computer Science	Year :2024-2025
Worksheet no: 1 with solution	Topic: Advanced Features Of Excel	

Practical Activity

1) **Create a list of the stationery items.**

   a)Sort the list by price and also calculate total amount by using SUM function

   b)Save the file with the name "Stationery"

   c)Enter the following Data in Excel

	A	B	C	D	E	F	G	H	I
1									
2									
3	Sl.Number	Name of the Book	January	February	March	April	May	June	Average Sales
4	1	Harry Potter	25	34	32	54	61	23	
5	2	Kite Runner	12	32	26	51	33	29	
6	3	The Fault in Our Stars	17	42	26	34	32	54	
7	4	Five Point Someone	17	42	26	34	32	54	
8	5	Famous Five	40	18	42	35	24	53	

   Now use the Average function to calculate the average sales of each book.

2)Following is a list of names entered in Excel.

	A	B	C	D
1	Name	Gender	Age	Hometown
2	Lakshaya Sareen	Male	22	Roorkee
3	Devika Aterkar	Female	23	Roorkee
4	Vyom Bangwal	Male	23	Dehradun
5	Nilay Pant	Male	23	Roorkee
6	Lata Panoura	Female	32	Haldwani
7	Manavi Poddar	Female	23	Rishikesh
8	Siddhartha Pal	Male	23	Meerut

a)Arrange the names in alphabetical order and use the filter option to view only the names of all the boys.

b)Add another filter to only see the boys whose hometown is Roorkee.

2) Create a Similar report card in excel and calculate total percentage of marks obtained

Subjects	Total Marks	Marks Obtained	Grade	Remarks
Result of Final Exam				
Class: 7-A		Roll No.: 5		
Name of Student:		Shweta		
Subjects	Total Marks	Marks Obtained	Grade	Remarks
Hindi	100	60	B	Good
English	100	65	B	Good
Mathematics	100	94	A	Very Good
Physics	100	91	A	Very Good