

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment, IPEXtn., Patparganj , Delhi -110092

Session - 2025-2026

Class - VII.

Subject - Computer.

Topic - L - 3 (Excel 2016)

Q1 Tick the correct option.

1. (i) Spreadsheet
2. (ii) Form
3. (iii) Criteria
4. (i) Data

Q2 Fill in the blanks.

1. Cell
2. Highlight cell rules
3. Conditional formatting
4. Subtotal
5. Pivot table

Q3 State True and False.

1. True
2. True
3. True
4. False
5. True

Q4 Answer these questions.

Ans1. Data validation means to restrict the user to enter a specific range of values in a particular cell or a range of cells.

Ans2. Conditional formatting in Excel allows you to automatically apply formatting like colors , databars , icons etc. to cells based on their values

Ans3. To search a particular record, follow the given steps :

- 1) Click on the Insert tab .**
- 2) Click on the Form command.**
- 3) Click on the Criteria button.**
- 4) Type the desired field value which you want to search and press the enter key.**

Q5. Guess who am I ?

- 1. Data validation**
- 2. Filtering data**
- 3. Conditional formatting**
- 4. Data bars**

Q6 Application based questions.

- 1. She can use Top/ Bottom rules in Criteria.**

