

Exp 11.Sort ,Filter and validate data

Actual Procedure followed: We apply different feature of spread sheet data sorting , filtering a range of data ,conditional formatting and data validation .

Resources Used: Microsoft excel 2010

Precautions followed: Carefully apply the conditions for sorting,filtering ,and validating the data.

Result:- We use different features of spread sheet like data sorting , filtering a range of data ,conditional formatting and data validation .

Interpretation of Result:- We are able to apply different features of spread sheet like data sorting , filtering a range of data ,conditional formatting and data validation .

Conclusion:- We are able to apply different features of spread sheet like data sorting , filtering a range of data ,conditional formatting and data validation .

Practical Related Questions:

1. Write any two data validation conditions?

Ans:- Validation is an automatic computer check to ensure that the data entered is sensible and reasonable.

There are many types of Data validation operations: Data type validation; Range and constraint validation; Code and Cross-reference validation; and structured validation.

Types of validation

Validation type	How it works
Check digit	The last one or two digits in a code are used to check the other digits are correct
Format check	Checks the data is in the right format
Length check	Checks the data isn't too short or too long
Lookup table	Looks up acceptable values in a table

2. Explain the concept of filters to be applied to a worksheet.

Ans:- **Filters** are added to data in a **worksheet** so that it becomes easier to focus on specific information from a huge database or from a table of data.When data is filtered, only the rows that meet the **filter** criteria will be displayed and all the other rows will be hidden.

3.Write one benefit of applying conditional formatting on data?

Ans:- **Conditional formatting** is important for **formatting** cells in any **data** according to the requirement. It can be used for highlighting purpose, for highlighting cells, current status, and also various rows and columns and this enhances the readability of **data**.

