

**XII Actual procedure followed**

**XIII Resources used (with major specifications)**

Carefully apply computer office software package Any desktop or laptop MS office or any other software.

**XIV Precautions followed**

Carefully apply the condition for sorting, filtering and validating the data.

**XV Observations and Calculations**

- Not applicable -

**XVI Results**

Thus came to know more about formatting, sorting and validating the data.

**XVII Interpretation Of Results**

Got more information about sort, format and validate data.

**XVIII Conclusions and Recommendations**

Got knowledge on how to arrange and sort data in excel sheet.

**XIX Practical Related Questions**

*Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.*

1. Write any two data validation conditions.
2. Explain the concept of Filters to be applied to a worksheet.
3. Write one benefit of applying conditional formatting on data.

**XX Exercise**

*Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.*

1. Enter 10 names in a column and sort in Descending order
2. Enter percentage of students in your batch and sort it in ascending order

**XXI References / Suggestions for further Reading**

- <https://www.gcfllearnfree.org/googlespreadsheets/sorting-and-filtering-data/1/>
- [http://www.progenygenetics.com/knowledgebase/index.php?Knowledgebase/Article/V](http://www.progenygenetics.com/knowledgebase/index.php?Knowledgebase/Article/View/624/180/sorting-and-filtering-spreadsheet-data)  
[iew/624/180/sorting-and-filtering-spreadsheet-data](http://www.progenygenetics.com/knowledgebase/index.php?Knowledgebase/Article/View/624/180/sorting-and-filtering-spreadsheet-data)



## XXII Assessment Scheme

Performance Indicators		Weightage
<b>Process related (10 Marks)</b>		<b>40 %</b>
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
<b>Product related (15 Marks)</b>		<b>60 %</b>
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
<b>Total ( 25 Marks)</b>		<b>100 %</b>

## List of Student Team Members

1. ....
2. ....
3. ....
4. ....

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

(Space for Answer)

Actual Procedure followed:

Answer: 1. Data Sorting.

- a. Select the cell range to sort.
- b. Select the relevant option to activate sort command.
- c. The sort dialog box will appear.
- d. Decide the sorting order (either ascending or descending).
- e. Once satisfied with selection, click OK.
- f. The cell range will be sorted by selected column.

2. Filter a range of data.

- a. Select the relevant option to activate Filter command.
- A drop-down arrow will appear in header cell for each column.

- b. On the relevant tab/menu, click the option related to Conditional Formatting.



- c. Select the type of criterion to use.
- d. Enter the value for reference in the text box.
- e. click the relevant options and select the desired formatting.

f. Click OK.

### 3. Conditional Formatting.

- a. Select the cell to apply conditional formatting.
- b. On the relevant tab/menu, click the option related to conditional formatting.
- c. Select the type of criterion to be used.
- d. Enter the values of references in the text box.
- e. click the relevant option and select the desired format.
- f. Click Ok.

### 4. Data Validation.

- a. Select cell to enter the data.
- b. On the relevant menu choose option for Validation.
- c. On the settings tab choose option 'custom'.
- d. Specify / choose the relevant validation condition like preventing duplicate data / restrict the data to a given range / no leading or trailing space / no blank cell.
- e. click okay when done.



## Practical Related Questions.

Q1) Write any two data validation conditions.

Answer) There are many types of data validation conditions, Range and constraint validation, structural validation, and cross reference validation.

• Simple range and constraint validation may examine for consistency with a minimum and maximum range. Such as more tests against regular expression.

Q2) Explain the concept of filters to be applied to worksheet.

Answer) Filters are very useful for worksheets.

• This makes our work really easy and focuses on important data.

• Filters highlight important points among the large data available.

Q3) Write one benefit of applying conditional formatting data.

Answer) Formatting data is applicable on excel sheets.

• Formatting cell is used and is a feature that depends upon value of the cell or the formula inserted.

1	PARTH DANGAT
2	VAISHNVI CHANDRAKANT SODAYE
3	ASHIR ARIF SHAIKH
4	AARIZ ASIF DADAN
5	KRISH PARAS SHAH
6	PRANAV HARESH JAGUJA
7	ANIKET MAYUR BORDE
8	YASH TUKARAM VAITY
9	SUJAL RAMCHANDRA VICHARE
10	SANYA ASHOK RAMCHANDANI

SR.NO	NAME OF THE STUDENT	ENGLISH	MATHS	SCIENCE
5	KRISH PARAS SHAH	20	11	20
2	VAISHNVI CHANDRAKANT SODAYE	20	13	20
4	AARIZ ASIF DADAN	20	14	20
10	SANYA ASHOK RAMCHANDANI	14	20	20
7	ANIKET MAYUR BORDE	20	16	20
9	SUJAL RAMCHANDRA VICHARE	20	19	20
1	PARTH DANGAT	20	20	20
3	ASHIR ARIF SHAIKH	20	20	20
6	PRANAV HARESH JAGUJA	20	20	20
8	YASH TUKARAM VAITY	20	20	20

TOTAL	PERCENTAGE
51	85
53	88.3
54	90
54	90
56	93.3
59	98.3
60	100
60	100
60	100
60	100