

# **Information Technology (402)**

Class X

Assignment 9

## **Part A: Employability Skills:**

### **(Basic ICT Skills : Tabulation using Spreadsheet Applications)**

Note: - Solve the following in classwork copy:-

(A) Answer the following questions.

1. What is a Spreadsheet Application?
2. Write the steps to edit text in MS Excel 2010?
3. What is Filtering?
4. What is Sorting?