

Information Technology (402)

Class X

Assignment 11

Part A: Employability Skills:

(Basic ICT Skills : Tabulation using Spreadsheet Applications)

Note: - Solve the following in classwork copy:-

(A) Answer the following questions.

1. Compare Formulas and Functions.
2. How do you use a simple filter on data?
3. Which tab and group contain the commands for changing around the font attributes?
4. How do you protect a workbook?