Teacher Name:MissAmsa Class:7 Subject: ICTech Date:7/9/2018

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| **1.Select the correct answer** | |
| 1. If we want to see a specific set of records we use a | ⭘table.  ⭘form.  ⭘filter. |
| 1. It is helpful to apply filters in a database table which | ⭘has numerical data.  ⭘is huge.  ⭘is small. |
| 1. We sort data in a single-level sorting when we want to see records | ⭘in ascending order of the fields’ content.  ⭘in descending order of the fields’ content.  ⭘in ascending or descending order of the fields’ content. |
| 1. If a name field contains text, then we sort the data | ⭘alphabetically.  ⭘from the smallest to the largest.  ⭘from the largest to the smallest. |
| 1. A multi-level sorting consists of | ⭘two levels.  ⭘one or two levels.  ⭘as many levels as we want. |
| 1. In order to see records which fields’ have specific content, we will use | ⭘custom sort.  ⭘sort and filters.  ⭘custom filters. |
| 1. In a database we can apply | ⭘a sort first and then a filter.  ⭘a filter first and then a sort.  ⭘a sort and a filter in any order we want. |

**Topics for Practical Test**

* **Excel function (COUNT,Today,Mid)**
* **Multiple if(to find out Grades and Average)**
* **Filter and Sorting**
* **Concatenate data**
* **Types of Charts(Column and Bar)**
* **Conditional Formatting**
* **Relative and Absolute reference.eg(=$D$1\*B2)**