

E. Competency/Application-based question.

Observe the figure given below and answer the questions.

	A	B	C	D	E	F
1						
2	NAME	HINDI	ENGLISH	MATHS	SCIENCE	SST
3	Rajeev	86	86	88	82	86
4	Rajat	64	69	60	58	63
5	Mohit	89	92	90	91	82
6	Mayank	60	66	86	71	72
7	Kunj	80	85	82	84	88
8	Ajeet	78	89	70	77	88

- (a) Which feature of Excel will you use to arrange the data in ascending order of *Maths*?
- (b) Which feature of Excel has been used to freeze the row? *Freeze Rows*