

Chapter- 2USING EXCEL AS A DATABASE**WORKSHEET**

1. write the steps to create a Form?
2. What is Database?
3. What is Record?
4. What is Field
5. What is use of sorting feature?
6. What are the steps for filtering?
7. What are the steps for advance filtering?
8. What is difference between filter and advance filter?
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10. What are the steps for filtering?
11. What are the steps for advance filtering?
12. What is difference between filter and advance filter?

