

**ASSESSMENT # 7**

**Total Marks: 30**

Answer the following questions:

1. How much time per day can you save if you get organized?
2. What would be the advantage of using a different file format other than Excel's default .xlsx?
3. What is R1C1 notation?
4. Draw the Urgent/Important Matrix and explain the four parts.
5. What are the five steps to the delegation process?
6. In order to generate subtotals, what characteristics do the data in your worksheet need?
7. What is the difference between Paste and Paste Special?
8. What are the five steps of STING?
  - I. S :
  - II. T :
  - III. I :
  - IV. N :
  - V. G :
9. What is the difference between sorting and filtering data in Excel?
10. Give an example of And and Or logical statements.