# Assignment No 16
# <u>Consider The Following Worksheet</u>

| S no | A | B | C | D |
|------|------|-------|------|------|
| 1 | Item | Month | Year | Rate |
| 2 | Computer | Jan | 2000 | |
| 3 | Printer | Jan | 2000 | |
| 4 | Mouse | Feb | 2000 | |
| 5 | Computer | Feb | 2002 | |
| 6 | Mouse | March | 2001 | |
| 7 | Printer | March | 2000 | |
| 8 | Computer | March | 2001 | |

1. Make a data entry form for the above sheet.

2. Sort the data on item and year.

3. Use auto filter to show all items  purchased in the month of jan or march.

4. Use auto filter to show only items of least count.