

The Use of Software

For each of the following scenarios, choose which would be the best function to use

Put the students on the data sheet in alphabetical order

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Select only participants represented on the data sheet from West Midlands

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Calculate the average number of points scored by each participant

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Put the runners on the data sheet in order of fastest - slowest

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Select only the male students on the data sheet

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Change the order of the data such that the highest scoring team is first and the lowest scoring team is last

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Order the data from most recent entry to oldest entry

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Count the number of phone numbers in the corresponding field

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Calculate the total for the number of detentions field

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Eliminate all data that is not from a member of staff

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Find all of the entries in the data sheet made by 'J.Dennings'

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other

Group data from the 'Post Code' field

- ☐ Filter
 ☐ Sort
 ☐ Query
 ☐ Other