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DCBD102Reg. No. 

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**I Semester B.Com./ (B.D.A.) Degree Examination, January/February - 2025****COMMERCE****Fundamentals of MS-Excel****(CBCS NEP Scheme 2021-22 Onwards Repeaters)****Paper : 1.2****Time : 2½ Hours****Instructions to Candidates:**

Answers should be written in English only.

**Maximum Marks : 60****SECTION - A****Answer any Five of the following questions. Each question carries 2 marks.****(5×2=10)**

1. a) Define Spreadsheet.
- b) What is a Ribbon in MS-Excel?
- c) What is WRAP TEXT in MS-Excel?
- d) What is Orientation in MS-Excel? Give an example.
- e) What is use of Format Painter in MS-Excel?
- f) What is Auto Fill in MS-Excel?
- g) Write the syntax of Count if Function.

**SECTION - B****Answer any Four of the following questions. Each question carries 5 marks.****(4×5=20)**

2. Explain TEXT functions in Excel with a syntax and an example.
3. Explain any four options from INSERT menu.
4. Differentiate between Page Break View, Page Layout View and Custom View.
5. Explain any three editing tools.
6. Explain sorting in MS-Excel.

**[P.T.O.]**



(2)  
SECTION - C

DCBD102

Answer any Two of the following questions. Each question carries 12 marks.

(2×12=24)

7. Create the following table and write relevant function to calculate the following.

A	B	C	D	E	F	G	H
1	Name	Subject 1	Subject 2	Subject 3	Total	Percentage	Remark
2	Ram	85	88	95			
3	Suman	65	78	56			
4	Kiran	89	59	55			
5	Raj	56	78	65			
6.	Vidya	83	55	89			
7.	Radha	77	45	77			

- i) Find Total and Percentage
  - ii) If total percentage is  $\geq 80$ , give remark as "A", if Percentage is  $\geq 70$  give remark as "B", Else "No Grade".
  - iii) Find Total after Discount.
  - iv) Sort Data on Percentage in Descending order.
8. What are the MS-Office tools available? Explain.
9. Explain any five types of Conditional Formatting with example.

SECTION - D

Answer any One of the following questions. Question carries 6 marks. (1×6=6)

10. Explain any Home and Formula menus.
  11. Explain Multiple if Condition in Excel in University Result Declaration.
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