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Reg. No.

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I Semester B.Com. Degree Examination, April - 2023

COMMERCE - (DATA ANALYTICS)

Fundamentals of MS Excel

(NEP CBCS Scheme 2022-2023 Freshers and Repeaters)

Paper : 1.2

Time : 2½ Hours

Maximum Marks : 60

Instructions to Candidates:

Answers should be written in English only.

SECTION - A

Answer any FIVE of the following. Each question carries 2 marks.

(5×2=10)

1. a) Define cell in MS. Excel.
- b) What is column in Excel?
- c) Define Program Area.
- d) What is Menu Bar?
- e) Define Ribbon in MS Excel.
- f) Define work book.
- g) Write any two short cut key used in Excel.



SECTION - B

Answer any FOUR of the following questions. Each question carries 5 marks.(4×5=20)

2. How do you create sort by custom list in Excel?
3. Explain the steps in creating charts in MS Excel.
4. Explain the features of spread sheet.
5. Mention a basic parts of the MS Excel.
6. Explain various application used in MS Office.

[P.T.O.]

SECTION - C

Answer any **TWO** of the following questions. Each question carries 12 marks. (2×12=24)

7. Explain various basic function used in MS Excel.
8. Create the following table and write relevant function to calculate the following :

Employee No.	Employee Name	Designation	Department	Basic
2001	Anil	Project manager	Marketing	20,000
2003	Shourya	Project manager	Sales	25,000
2005	Swathi	Team leader	Marketing	30,000
2007	Neha	Project manager	Sales	28,000
2009	Abishek	Team leader	Marketing	24,000
2010	Manu	Team leader	Sales	23,000

9. Create a table of 10 students with your imaginary details and find out the result of the students with class.

SECTION - D

Answer any **ONE** of the following questions. Each question carries 6 marks. (1×6=6)

10. Write commands for the operation based on the spread sheet shown below.

Student ID No.	Name	Sub 1	Sub 2	Sub 3	Total	Percentage	Total
001	Archana	53	59	70			
002	Rashmi	64	52	84			
003	Teja	72	68	58			
004	Naveen	92	80	82			

- i) Calculate total of all the students.
- ii) Calculate percentage of all the students.
- iii) Calculate Result with class of all the students.
11. How do you create drop down lists in Excel? Explain.