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DCBD102

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I SEMESTER B.Com.(DA) DEGREE EXAMINATION,**February/March-2024****COMMERCE****Fundamentals of MS-Excel****(CBCS NEP Scheme)****Paper : 1.2****Time : 2½ Hours****Maximum Marks :60****Instructions to Candidates:**

Answers should be written in English only

SECTION - A

Answer any Five questions of the following . Each question carries 2 marks.

(5×2=10)

1. a) What is Titlebar and a toolbar?
- b) What is a spread sheet? Mention any one advantage of a spreadsheet.
- c) Define cell Address. Give an example.
- d) Write the steps for Text wrapping in Excel.
- e) What is Grammar and spell check? Write the steps to perform the same.
- f) Write the steps to increase the column width and rowheight.
- g) Write the syntax of Round Function.

SECTION - B

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

2. Explain COUNT, MAX, MIN, AVERAGE and SUM functions in Excel with a syntax and an example.
3. Differentiate between Protecting and unprotecting workbooks.
4. Write the steps to Insert, copy, Move, Delete and Rename a worksheet.
5. Explain EMI formula in detail.
6. Explain the formula to find the slope of a straight line.

[P.T.O.]



SECTION - C

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
Employee ID	NAME	BASIC	DA	HRA	GROSS SALARY	NETSALARY

- Find DA @ 55% of Basic
 - Find HRA @ 12% of Basic
 - Find Gross Salary
 - PF Rs. 1,800 for all employees.
 - Find Net salary
 - Calculate Tax @ 15% of Gross > Rs. 5,00,000.
Gross > Rs. 10,00,000
8. Explain the different types of referencing in detail with an example.
9. Explain Banker's Discount, Banker's Gain and True Discount in detail with an example.

SECTION - D

Answer any One of the following questions. The question carries 6 marks.

(1×6=6)

- Explain the use of nested IF () by creating a table of 20 students and display their result sheet with appropriate grades.
- Explain the logical function used in Excel.