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**I Semester B.Com (BDA) Degree Examination,  
December/January-2025/26  
COMMERCE  
Spread Sheet Analytics  
(SEP Scheme)**

**Time : 3 Hours****Maximum Marks : 80****Instructions to Candidates:****Read All the questions carefully be for answering.****SECTION-A****Answer any Five questions each question carries two marks.****(5×2=10)**

1. a) What is a spreadsheet?
- b) Write the syntax of the ROUND function.
- c) What is the use of the COUNTIF function?
- d) What does the "Show Formula" command do?
- e) Write any two uses of macros.
- f) What is the purpose of sorting data in Excel?
- g) What is meant by 'merging cells'?
- h) Write the difference between moving and copying a cell.

**SECTION-B****Answer any Four questions each question carries Five marks.****(4×5=20)**

2. What are arithmetic and logical operators in Excel? Give examples of each.
3. Write short notes on logical functions: AND, OR, NOT, IF and IFERROR.
4. Explain the process of creating and formatting a table in Excel.
5. What are the different ways to import data into Excel from external sources?
6. Explain the difference between sorting and filtering of data.
7. What is the difference between recording and running a macro?

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**SECTION-C**

**Answer Three questions, Each question carries Fifteen marks. (3×15=45)**

8. Discuss the various options available under the Data Menu in Excel for Data Analysis.
9. Explain the introduction to VBA programming and describe its applications in Excel automation.
10. Discuss the importance and applications of spreadsheets in business and academic environments.
11. Discuss in detail the various categories of functions available in Excel (Mathematical, Logical, Statistical, Financial, and Lookup).
12. Explain in detail the interface of MS Excel, describing each component with relevant examples.

**SECTION-D**

**Answer The following question. This question carries 5 marks. (1×5=5)**

13. How to Create a basic calculator with VBA in Excel
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