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I Semester B.Com. (B.D.A) Degree Examination, January/February - 2025**COMMERCE****Spread Sheet Analysis****(SEP, Freshers 2024-25 Onwards)****Paper : 1.4****Time : 3 Hours****Maximum Marks : 80****Instructions to Candidates:**

Answers should be written only in English.

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

1. a) What is spreadsheet?
- b) Define a cell in a worksheet.
- c) How can you quickly select the entire table?
- d) What are the steps to create a table in a spreadsheet?
- e) What is the difference between the COUNT and COUNTA functions in spreadsheets?
- f) How does the IF function work?
- g) What is Data Consolidation?
- h) What is a macro in Excel?

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

2. What is the importance of naming cells and ranges in spreadsheets?
3. Explain the difference between relative and absolute referencing in a formula with an example.

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4. What is the difference between VLOOKUP and HLOOKUP? Provide an example for each.
5. Differentiate between AVERAGE, MEDIAN and MODE functions. How are they useful in data analysis?
6. Explain the process of data consolidation in Excel.
7. Discuss the role of Visual Basic for Applications (VBA) in excel.

SECTION - C

Answer any Three of the following questions. Each question carries 15 marks.

(3×15=45)

8. What are the different parts of an MS Excel worksheet? Explain each part briefly.
9. Describe the steps involved in creating a table in a spreadsheet.
10. Discuss the use of mathematical functions like ROUND, COUNT, COUNIF, MIN, MAX and SQRT in data analysis.
11. Discuss the difference between Goal Seek, Scenario Manager, and Data Tables in Excel's What-If Analysis tools.
12. Explain the process of recording a macro and its uses in automating tasks.

SECTION - D

Answer the following question. The carries 5 marks.

(1×5=5)

13. What are the various categories of functions available in Excel?
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