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B.M.S COLLEGE FOR WOMEN

BENGALURU – 560004

I SEMESTER END EXAMINATION – JAN/FEB-2024

**B.COM- BDA: FUNDAMENTALS OF MS-EXCEL
(NEP Scheme 2022-23 onwards F+R)**

Course Code:BBDA1DSC02

Duration: 2 ½ Hours

QP Code:1039

Max. Marks:60

SECTION -A

1. Answer any Five of the following questions. Each question carries Two Marks (5x2=10)

- Define Operating System? Name any two.
- Mention the uses of MS-Access and Outlook.
- What is cell reference?
- What are floating frames?
- Write the difference between Google Sheets and MS-Excel.
- What is protecting in MS-Excel
- How to apply Text alignment for a cell.

SECTION -B

Answer any Four of the following question. Each question carries Five Marks. (4x5=20)

- Explain any 5 aggregate functions.
- What is the need of conditional formatting? How to achieve it?
- Explain the statistical functions in Excel.
- Explain the features of MS-Excel
- Write a note on Lookup functions with example

SECTION – C

Answer any two of the following question. Each question carries Twelve marks. (2x12=24)

- Explain the components of the spreadsheet and Ribbon in Excel.
- What is pivot table? Mention the steps to create and use pivot table.

9. Create your own Table with 5 records of Employees containing the following details.
Emp_id, Name, Designation, Location and Basic Salary. Calculate the DA, HRA, TA,
Gross Salary and deduct the PF and PT from Gross and find out Net Salary.

SECTION – D

Answer any one of the following questions, carries six marks. (1x6=6)

10. Explain the logical functions in excel with an example for each.
11. What are macros? Explain the steps to create and run macros.

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