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B.M.S COLLEGE FOR WOMEN, AUTONOMOUS
BENGALURU – 560004
SEMESTER END EXAMINATION – JANUARY/FEBRUARY 2023

B.Com. Business Data Analytics - I Semester

FUNDAMENTALS OF MS-EXCEL
(NEP Scheme 2021-22 onwards)

Course Code: BBDA01DSC02

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)

- What is header and footer in MS-Word?
- Mention shortcut key for undo and redo command.
- Define Work-Book.
- What is Textual sorting in work-sheet?
- Write multiple IF formula.
- What is the use of VLOOKUP?
- What is cell address in Excel?

SECTION- B

Answer any four of the following questions. Each question carries FIVE Marks. (4x5=20)

- How to insert Superscript and Subscript in MS Word?
- Write the steps to insert and delete rows.
- How to sort by DATES in excel?
- What are the two types of COUNT functions available in Excel? Explain with syntax.
- Explain how to calculate compound interest in Excel?

SECTION- C

Answer any two of the following questions. Each question carries TWELVE Marks. (2x12=24)

- Explain parts of MS-Excel Window
- How do you create pivot tables?
- Give a short note on SUM, AVERAGE, MIN, MAX.

SECTION- D

Answer Any one of the following questions, carries SIX Marks.

- Explain Sort by custom list with one example.
- What is Macros in Excel? Write steps to create Macro.

(1x6=6)

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