FACULTY OF COMMERCE
B.Com., V-Semester (Regular/Backlog) Examinations, Nov./ Dec.,-2019
Excel Foundation
(Common paper for Computers & Computer Applications)

Time: 3 Hours   **Max Marks: 80**

Part - A (Short Answer Type)   6 x 5=30M

Note: Answer any **SIX** of the following questions in not exceeding 20 lines each, in case of theory questions.

1. Define Work Sheet.

2. Explain about comparing sheets side by side.

3. Write about formatting tools in the home tab.

4. What do you mean by filtering?

5. Describe about page break view.

6. What do you mean by work book?

7. Define cell, cell address.

8. Explain about default templates.

9. Write the process of creating PDF filters.

10. Write the steps of sorting and filtering a table.

Part - B (Essay Answer Type)   5 x 10=50M

Note: Answer the following questions not exceeding 4 pages each, in case of theory questions.

11. a) Briefly write about features of MS Excel.

OR

    b) Write about shortcut menus and number formatting in MS Excel.

12. a) Briefly explain about hiding and un-hiding a worksheet.

OR

    b) Write about paste special dialogue box and worksheet view.

13. a) Describe about borders and lines.

OR

    b) Explain the procedure of creating table and graphs in MS Excel.

14. a) Write about password protecting a work book.

OR

    b) Briefly write about templates in MS Excel.

15. a) Write about header or footer options.

OR

    b) Explain about changing page orientation, specifying paper size.

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