FACULTY OF COMMERCE & BUSINESS MANAGEMENT
B.Com. (Comp. Applns.) **CBCS** II-Year (IV-Semester) Regular & Backlog Examinations, June/July-2023
Excel Foundation

Time: 3 Hours   Max. Marks: 80

SECTION-A   (5x4=20 Marks)
Answer any Five questions from the following

1.   What is workbook?

2.   Explain how to change a sheet tab colour.

3.   Explain Naming Styles.

4.   Explain Filtering file Names in Excel.

5.   Explain Header or Footer 'options.

6.   What is Task Pane?

7.   What is a Table?

8.   Explain how to save your worksheet.

SECTION-B   (5x12=60 Marks)
Answer all the following questions

9.   (a) Explain how to create chart in Excel and also list various of charts in excel?
        (OR)
        (b) Explain Deleting, replacing, editing of a cell.

10.   (a) Explain hiding and un-hiding worksheet in excel.
        (OR)
        (b) Explain switching among windows in excel.

11.   (a) Explain how to sort the table data in excel.
        (OR)
        (b) Explain wrapping text to fit a cell in excel.

12.   (a) Explain password-protecting a workbook in excel.
        (OR)
        (b) What are templates? Explain how to create new workbook from templates?

13.   (a) Explain Normal, page layout and page break view in excel.
        (OR)
        (b) Explain how to adjust page margins in excel.