

1 SEM FYUGP MS-EXCEL SEC124

2023  
(December)

COMMERCE  
Paper: SEC 124

MS-Excel and its Applications in Business

Full Marks: 80

Pass Marks: 32

Time: 3 Hours

*The figures in the margin indicate full marks for the questions*

- I. Answer in one word or sentence: 1×10=10
- a) Define Cell.
  - b) The Backstage View has \_\_\_\_\_ panes.
  - c) There are \_\_\_\_\_ number of rows and \_\_\_\_\_ number of columns in a single worksheet.
  - d) Define Workbook.
  - e) How many types of Cell Referencing are there?
  - f) What is a Chart in Excel?
  - g) What is the keyboard shortcut to print a worksheet?
  - h) Define Formula.
  - i) What is merging of cells?
  - j) What does SUMIF function do?
- II. Answer in brief(any five): 3×5=15
- a) Differentiate between Copy and Cut.
  - b) Differentiate between Formula and Function in Excel.
  - c) What do you understand by Backstage View.
  - d) State three applications of MS-Excel in business.
  - e) Describe the rules to enter a function in MS-Excel

- f) How can Charts created in Excel.
- g) Give the steps to Save an excel file.
- h) Write the steps to insert and delete hyperlinks.
- i) Write the steps for Creating a Worksheet.

III. Short notes(any three): 5×3=15

- a) Cell Referencing.
- b) Charts.
- c) Backstage View.
- d) Types of Charts.
- e) Benefits of Charts.
- f) Printing a Worksheet.

IV. Describe the following with proper syntax and example(any three):

5×3=15

- a) SUM
- b) SUMIF
- c) MIN
- d) MAX
- e) AVERAGE
- f) AVERAGEIF

V. Describe how to perform Conditional Operations using functions. 15

OR

Describe how to perform Logical Operations using functions.

VI. What do you understand by Spreadsheet. Explain its features. 10

OR

What do you understand by MS-Excel. Explain its features.

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