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**1<sup>st</sup> SEM FYUGP**

**2024  
(DECEMBER)**

**COMMERCE  
Paper Code: SEC-1A**

**Paper title: MS EXCEL AND ITS APPLICATION IN BUSINESS**

**Full Marks: For regular Students 45/for backlog 60**

**Pass Marks: for regular students 14/for backlog 24**

**Time: for regular students 2 Hours/for backlog 2 Hours**

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

1. Answer the following questions as directed: 1×5=5

- i. The intersection of rows and columns in MS Excel is known as \_\_\_\_\_.
- ii. Define a Worksheet.
- iii. Excel 2010 supports spreadsheets upto \_\_\_\_\_ rows by \_\_\_\_\_ columns.
- iv. Merging of cells feature in excel is found under \_\_\_\_\_ group.
- v. What is the keyboard shortcut to create a new workbook in excel.

2. Answer in brief :

2×5=10

- i. Differentiate between Formula and Function.
- ii. Differentiate between Copy and Cut.
- iii. What do you understand by Backstage View.
- iv. How can we save a workbook in excel.

v. Explain Charts in excel.

3. Give the Syntax for the following functions in excel(any three):

$$2 \times 3 = 6$$

- i. SUM
- ii. PRODUCT
- iii. IF
- iv. AND
- v. OR

4. Give the steps to perform the following in MS Excel(any three):

$$4 \times 3 = 12$$

- i. Sorting of Data
- ii. Creating a Table
- iii. Printing a Workbook
- iv. Wrapping Text and Merging of Cells

5. What do you understand by a Spreadsheet. Explain the features of a spreadsheet.

6

OR

Define MS-Excel. Explain the features of MS Excel 2010.

6. Explain in details the concept of Cell Referencing.

6

OR

Explain how to generate Profit and Loss Statement in excel.

**QUESTION NO. 7 IS FOR BACKLOG STUDENTS ONLY**

7. Write short notes(any three):

$$5 \times 3 = 15$$

- i. Cell Referencing.
- ii. Different types of charts.
- iii. Ratio Analysis.
- iv. Conditional Formatting.
- v. Charts and Graphs.