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Total No. of printed pages = 02

Monsoon, 2023
UG Semester Examinations
WORKING WITH EXCEL

Course Code: BCS23160T

Full Marks – 50

Time – 2 hours

The figure in the margin indicates full marks for the questions.

Part A

Answer ALL questions

Multiple Choice (10 x 1 mark = 10 marks)

1. a) The intersection of a column and a row in a worksheet is called
(a) Column (b) Address (c) Value (d) Cell
- b) Which of the following is not a valid function in MS Excel?
(a) SUM() (b) COUNT() (c) SUBTRACT() (d) COUNTA()
- c) A doughnut chart in Excel is similar to a
(a) Bubble Chart (b) Bar Chart (c) Scatter Chart (d) Pie Chart
- d) In MS Excel spreadsheet, data can be sorted using –
(a) Filter Function (b) Array Function (c) Lookup Function (d) Operator Function
- e) Which logical function returns TRUE, if all arguments evaluate TRUE; FALSE if not?
(a) OR (b) AND (c) IF (d) ANDIF
- f) Under which tab, the chart options are available in MS Excel?
(a) Data (b) Insert (c) Review (d) View
- g) Which function is used to return the current date in Excel?
(a) TODAY (b) NOW (c) DATE (d) TIME
- h) Which of these is not included in the Pivot table field list pane?
(a) Column Labels (b) Values (c) Report Filter (d) Formulas
- i) The Greater Than Sign (>) is an example of _____ operator.
(a) Arithmetic (b) Logical (c) Conditional (d) Greater
- j) What do Excel formulas start with?
(a) / (b) f (c) = (d) –

Part B

Answer ANY FOUR questions

(4 x 5mark = 20 marks) (Max.100 words each)

2. *List and explain the data types in MS Excel.*
3. *Discuss the various options for text decoration.*
4. *Explain the steps to create a Pivot Table.*
5. *State the features of MS Excel.*
6. *Define data sorting. How can we sort data?*
7. *Describe the options available in the Backstage view.*

Part C

Answer ANY TWO questions

(2 x 10mark = 20 marks) (Max.200 words each including subdivisions)

8. *Define charts in Excel. Explain briefly four types of charts with diagrams.*
9. *Explain the steps to format numbers.*
10. a) *Discuss five mathematical functions in MS Excel.*
b) *Describe Wrap Text. List the steps to wrap a text.*
