

## ST. JOSEPH'S EVENING COLLEGE (AUTONOMOUS)

IV SEMESTER B.A. [HEP & JPS] EXAMINATIONS - APRIL 2019

### Advance Excel

**Duration: 2.5 Hours**

**Max. Marks: 70**

**I Answer any TEN. Each Carries 2 Marks**

**2 X 10 = 20**

1. What is worksheet? Briefly explain.
2. What is merging a cell? Show with the help of a picture.
3. Give an example for mathematical function.
4. What is formatting a cell? Give an example.
5. What is the use of formula bar in excel?
6. How do you protect your data from excel?
7. What is the use of SUBSTITUTE & REPLACE function?
8. Symbols “ = “ and “  $\Sigma$  “ used for?
9. What is print area option? What is the use of it?
10. Name any four fonts supported by Excel.
11. Give the shortcuts for copy and paste.

**II Answer any SIX. Each Carries 5 Marks**

**5 X 6 = 30**

12. Explain the characteristics of worksheet.
13. What is macro? Explain with an example.
14. What is sorting? Give the steps involved in it.
15. What is freeze pane? Explain with an example.
16. Explain IF & IFELSE statements with an example.
17. What is WRAP Text? Explain with example.
18. Explain the differences between absolute cell and relative cell with an example.

**III Answer any TWO. Each Carries 10 Marks**

**10 X 2 = 20**

19. Explain any 5 types of charts supported by MS-Excel.
20. What is Pivot Table? Explain with an example.
21. Explain COUNT, COUNTA, COUNTIF and COUNTBLANK with example.
22. Explain any 5 types of functions with syntax and example.