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D1BAU2201

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2022

B.Com. HONOURS & HONOURS IN MATHEMATICS

GADC1G01T: OFFICE SUITES

Time: 2 Hours   **Maximum Marks: 50**

Answer all the questions.

1. Create a PowerPoint presentation on the topic "India".
    a. Minimum 6 slides should be there.
    b. Relevant pictures should be added.
    c. A chart and a table should be added.   **(10 Marks)**

2. Create a new 'Worksheet' and enter the Enrollment numbers, Names and Marks of 10 students of your class.
    a. Marks should allow only values <= 100.
    b. Sort the data according to the marks obtained (in a particular subject) in descending order
    c. Copy the data to sheet 2 and filter and display data of those students who have obtained marks above 60.
    d. Copy the original data to sheet 3 and filter and display data of those students whose name starts with "S".
    e. Find the total marks of each student.
    f. Format the data of the students who have scored more than 75%, using 'Conditional Formatting'
    g. Find grade as >=80 A, >= 60 and < 80 B,>= 50 and <60 C and <50 "Fail".

    (15 Marks)

3. Create an excel file with the following details
    a. Employee id, Name, Department, Month, Year, Basic, Allowance, Deduction, Net salary
    b. Department should accept values from a list
    c. Month should accept only values <= 12
    d. Net salary = basic + allowance – deduction
    e. Sort the list according to department, employee id
    f. Copy the contents to sheet 2 and filter and display only employees of finance department.
    g. Copy the contents to sheet 3 and find department wise subtotal of salary.

    (15 Marks)

4. Create an excel file having employee code, employee name and sales. Enter 10 records. Find sum, average, min and max sales using functions.

    (10 Marks)