

D1BAU2301

Reg.No.....

Name:

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023

(Regular/Improvement/Supplementary)

AEC FOR B.Com. HONOURS & B.Sc. HONOURS IN MATHEMATICS

GADC1G01T: OFFICE SUITES

Time: 2 Hours

Maximum Marks: 50

1. Create a new 'Worksheet' and enter the Roll No, Name, Accounts, HR, Marketing of 10 students of your class.
 - a. Accounts, HR and Marketing columns should have marks in these subjects.
 - b. Marks should allow only values ≤ 100 .
 - c. Find total mark and percentage
 - d. Find rank of each student from the list in the order of roll no.
 - e. Copy the data to sheet2 and filter and display data of those students who have obtained percentage above 60.
 - f. Copy the original data to sheet 3 and filter and display data of those students whose name starts with "S".
 - g. Format the data of the students who have scored more than 75%, using 'Conditional Formatting'
 - h. Find grade as ≥ 80 A, ≥ 60 and < 80 B, ≥ 50 and < 60 C and < 50 "Fail".

(20 Marks)
2. Create an excel file with the following details.
 - a. Date, Itemname, Unit price, Quantity, Amount(Unit price * quantity), discount, Total Amount.
 - b. Quantity should be accepting only values from 1 to 100.
 - c. Itemname should be entered from a list.
 - d. If Amount > 1000 , discount = Amount*.10.
 - e. Find the maximum amount and minimum amount.
 - f. Filter and display amount > 5000
 - g. Find datewise subtotal of amount.

(15 Marks)
3. Create an excel file having employee code, employee name and sales. Enter 10 records. Find sum, average, min and max sales using functions.

(15 Marks)