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EXAM SEAT NO. _____

NO. OF PRINTED PAGES: 01

SARDAR PATEL UNIVERSITY
M. COM. (CBCS) (SEMESTER-I) (NC)
SATURDAY, 23RD MARCH- 2019
10:00 A.M. TO 11:30 A.M.

COURSE TITLE: COMPUTER APPLICATION IN BUSINESS-I

CODE No. : PB01ACOM21

MAXIMUM MARKS: 35

Instructions:

- (1). Figure to the right hand side indicates full marks of the question.

SECTION-I

[Q.1] Write short note on MS Excel -2007 benefits. [10]

OR

[Q.1] How to create and modifying worksheet in MS Excel-2007 with example. [10]

[Q.2] Explain the following MS Excel function: [08]

(a) Average() (b) Sum() (c) OR() (d) Count()

OR

[Q.2] Write a short note on page layout menu of MS Excel-2007. [08]

SECTION-II

[Q.3] Write a short note on pivot table advantages in MS Excel-2007. [09]

OR

[Q.3] Write short note on filter option in MS Excel-2007. [09]

[Q.4] Write a short on following topics. (Any Two) [08]

(A) Pie Chart and Line Chart in MS Excel-2007

(B) Print option MS Excel-2007

(C) Bar Chart & Area Chart in MS Excel-2007