

**FACULTY OF COMMERCE****B.Com. V – Semester (CBCS) Examination, November / December 2019****(Only for Computer / Computer Applications Courses)****Subject: Excel Foundations****Paper Code – BC – 506****Time: 3 Hours****Max.Marks: 80 PART – A (5x4 = 20 Marks)****[Short Answer Type]****Note: Answer any five of the following questions.**

- 1 Explain the Process of Creating a Chart
- 2 Write about Special types of Cells
- 3 Discuss about Mini Toolbar
- 4 Give a short note on Auto Recovery
- 5 What do you mean by Page Layout?
- 6 Write about Colors and Shading
- 7 Define Work Book, Work Area
- 8 Explain about Hiding a Work Sheet

**PART – B (5x12 = 60 Marks)****[Essay Answer Type]****Note: Answer all the questions.**

- 9 a) Briefly write about important features of M.S.Excel.  
**OR**
- b) Discuss about Number Formatting.
- 10 a) Explain about Adding and Deleting a Worksheet.  
**OR**
- b) Give a short note on Paste Special dialogue box.
- 11 a) Write the procedure of Creating Table with Border and No Borders.  
**OR**
- b) Briefly write about Formatting tools on the Home Tab.
- 12 a) What do you mean by Excel Templates?  
**OR**
- b) Briefly write about Protect Workbook options.
- 13 a) Explain the Process of Creating PDF files.  
**OR**
- b) Give a short note on Inserting a Page Break, removing Manual Page Breaks.

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