[27]

SARDAR PATEL UNIVERSITY
M. Com. (CBCS) (Semester—II)
THURSDAY, 23ᴿᴰ APRIL- 2015
10:30 A.M. TO 12:00 NOON
COURSE TITLE: COMPUTER APPLICATION TO BUSINESS- I

CODE No. : PB02SCOM01   MAXIMUM MARKS: 35

Instructions:

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

(2).Answers to the two sections are to be written separately in answer book.

(3).Answers should be precise and to the point only.

SECTION-I

[Q.1] "MS Excel 2007 is very useful program for data analysis". Explain this   [10]
statement with respect to various benefits of MS Excel-2007.

OR

[Q.1] Describe how to customize the MS Excel-2007 program for windows.   [10]

[Q.2] Explain the following MS Excel function: [08]
 (a) Subtotal ()   **(b)** Count()   **(c)** AND()   **(d)** Min()

OR

[Q.2] Explain conditional formatting rule manager in detail.   [08]

SECTION-II

[Q.3] Write a brief note on pivot table.   [09]

OR

[Q.3] Explain auto filter option and custom sort option in MS Excel-2007.   [09]

[Q.4] Write a short on following topics of MS Excel. **(Any Two)**   [08]
(A) Page margin, Background and Page Orientation
(B) Header and Footers option
(C) Column chart and Bar chart
(D) Pie chart and line chart

☺ ******************************** ☺