

Practical examination semester- III 2021 (Economics)

Skill Enhancement Course (SEC – I)

SEC-301 Basic Computer Application (MS Excel)

Answer any one question

Full marks-20

Time- 2 hours

1) Create mark sheet of students with student information

- input atleast 7 students
subjects atleast 5
- Containing columns name .rol no, subjects,total, average and grade. Do the calculations using formulas Apply condition to grades as follows
 - i) A grade if percentage ≥ 70
 - ii) B grade if percentage ≥ 60 & < 70
 - iii) C grade if percentage ≥ 50 & < 60
 - iv) D grade if percentage < 50
- Also add a column for find out maximum marks from subjects.

Show the out put and write the total steps to make this spreadsheet .

10+10

2) Create a table of company report

- a) Containing columns name of salesman name ,months(any 3), cost per item, quantity, total selling price and 5%commission against total selling price .Do calculation using formula.

Show the out put and write the total procedure to make this spreadsheet .

10

b)Create an another table with months(Jan-Dec), and quantity columns and make a chart.

Draw the out put and write the total procedure to make it.

10

Practical Examination for Semester -V 2021

(Economics) paper -1 (DSC)

Basic Computer Application SEC-2

Answer any one question

Time-2 hours

Full Marks 20

1. Create a spreadsheet of a mark sheet using following fields
 - a) Roll no, Name ,all subjects in each column, percentage, average
 - b) Total percentage ,Result(pass/fail),grade
 - c) Apply condition to grades as follows
 - i) A grade if percentage ≥ 70
 - ii) B grade if percentage ≥ 60 & < 70
 - iii) C grade if percentage ≥ 50 & < 60
 - iv) D grade if percentage < 50

Use function for calculation.

Draw out put and write procedure

20

2. Create a table of company report
 - a) Containing columns name of salesman ,months(any 3), cost per item, quantity, total selling price and 5%commission against total selling price .Do calculation using formula.

Show the out put and write the total steps to make this spreadsheet .

10

- b) Create an another table with months(Jan-Dec), and quantity columns and make a chart.
- Show the out put and write the total procedure to make it.

10