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**SNS College of Technology, Coimbatore-35.**

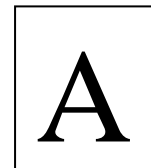
**(Autonomous)**

**B.E/B.Tech- Internal Assessment -I**

**Academic Year 2024-2025 (Odd)**

**Fifth Semester**

**19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS**



**Time: 1<sup>1/2</sup> Hours**

**Maximum Marks: 50**

**Answer All Questions**

<b>PART - A (5 x 2 = 10 Marks)</b>			<b>CO</b>	<b>Blooms</b>	
1.		Define the Spreadsheet Window Pane in Excel.	CO1	Rem	
2.		How does the Ribbon in Excel help in navigating commands?	CO1	Rem	
3.		Which components make up the Title Bar in Excel, and what do they represent?	CO1	Rem	
4.		Why might you want to hide or unhide columns and rows in Excel?	CO2	Rem	
5.		Show the steps to enter information into a range in Excel.	CO2	Rem	
<b>PART – B (2 x 13 = 26 Marks) and (1 x 14 = 14 Marks)</b>					
6.	(a)	Explain the various components of the Excel interface and their significance in streamlining business tasks.	13	CO1	Und
		(or)			
	(b)	Demonstrate how to create and manage workbooks and worksheets in Excel, including key features that aid in data organization.	13	CO1	Und
7.	(a)	Explain how to effectively manage columns and rows in Excel, including selecting, resizing, and hiding/unhiding columns and rows. Provide examples to illustrate each action.	13	CO2	Und
		(or)			
	(b)	Summarize the process and advantages of using ranges and AutoFill in Excel. Include a detailed example of each.	13	CO2	Und
8.	(a)	Analyse the various components of the Excel Spreadsheet Window Pane and discuss how each contributes to the efficiency of data management. Provide examples.	14	CO1	Ana
		(or)			
	(b)	Apply the knowledge of Excel's Menu Bar and Ribbon to automate a repetitive task, such as creating monthly sales reports. Detail the steps and tools used.	14	CO1	App
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CO – Course Outcome, U- Understanding, R- Remembrance, App-Apply, Ana-Analyze, E-Evaluate

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Fifth Semester

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Maximum Marks: 50

B

Answer All Questions

			CO	Blooms	
<b>PART - A (5 x 2 = 10 Marks)</b>					
1.	What is the purpose of the Formula Bar in Excel?		CO1	Rem	
2.	When should you use the Status Bar in Excel?		CO1	Rem	
3.	Why is the File Tab and Backstage View important in Excel?		CO1	Rem	
4.	Define a cell in Excel.		CO2	Rem	
5.	Find the use of AutoFill in Excel.		CO2	Rem	
<b>PART – B (2 x 13 = 26 Marks) and (1 x 14 = 14 Marks)</b>					
6.	(a)	Compare the functionality and uses of the Standard Toolbar, Formatting Toolbar, and the Ribbon in Excel.	13	CO1	Ana
		(or)			
	(b)	Summarise the importance of the File Tab and Backstage View in managing and securing business data within Excel.	13	CO1	Und
7.	(a)	Demonstrate how to use the Paste Special function in Excel to copy values and formats. Provide a step-by-step guide and example.	13	CO2	Und
		(or)			
	(b)	Construct a detailed guide on how to use cell references and ranges in Excel formulas, including absolute, relative, and mixed references. Provide examples to illustrate the use of each type.	13	CO2	App
8.	(a)	Analyse the impact of using the Formula Bar and Status Bar in Excel on error reduction and data verification. Include examples of how these features are utilized.	14	CO1	Ana
		(or)			
	(b)	Apply your understanding of Excel's Backstage View to enhance document management and workflow efficiency. Discuss its features and their practical applications.	14	CO1	App
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CO – Course Outcome, U- Understanding, R- Remembrance, App-Apply, Ana-Analyze, E-Evaluate