

Name - Dipesh

Sub - C.F.A.

05/15
18/6/20

unit - 2

Q2. Discuss step by step process of mail merge feature of word processing software.

⇒

Q4. Explain the following.

- (a) Format painter
- (b) SuperScript
- (c) Clear formatting
- (d) line Spacing
- (e) Font.

Q5. Write short cut keys for following operation in MS-Excel word.

- (a) Cut
- (b) paste
- (c) undo
- (d) redo
- (e) underline the text.

⇒ 5 (a) Cut = Control + X ✓

(b) Paste = Control + V ✓

(c) undo = Control + Z ✓

(d) redo = Control + Y ✓

(e) underline = Control + U ✓
the text

05

ST
20

Feb 24/2024 class - Test

PAGE NO.:

DATE 24 06 25

Q. Explain any four applications of MS Excel?

Q. Explain various advantages and disadvantages of MS-Excel?

Q. Explain the following Excel functions:
(i) Sum (ii) Average (iii) Max (iv) SQRT (v) Product

Q. Explain various data types in MS Excel.

ans 1. Excel is most commonly used in business setting for example, it is used in business analytics, human resource management, operations management and perform reporting. Excel uses a large collection of cells formatted to organize and manipulate and solve the mathematical functions.

ans 4. There are four types of data in ms-excel.

(i) Number data : This category includes any kind of number.

(ii) Text data : This category includes character such as alphabetic numerical and special symbol.

(iii) logical data : This category includes type is either true or false usually as the product of a comparison.

(iv) Error data :

ans 3: (i) Sum :- The Sum ~~function~~ function add values, cell references of range mix of all three.

(ii) ~~Average~~ :- ~~Average~~

Max :- Max will return the largest value in a given list of arguments for a given ~~the~~ set of numeric values.

(iii) Product :-

(iv) Average :- Return of average.

ans 2. * Advantages of MS-excel are:

- (i) Versality
- (ii) Easy to use
- (iii) Data analysis tool
- (iv) Customization
- (v) Capability

* Disadvantages of MS-Excel are :-

- (i) Limited Data handling
- (ii) Lack of Security
- (iii) Various Control
- (iv) ~~Phone~~ prone to error
- (v) limited automation

2