



End Semester/Reappear (Semester IV) Examination May 2025

Programme: BBA
Course: Advance Excel
Course Code:11SEC201
Enrolment no. _____

Full Marks: 50
Time: 2 Hrs.

Q. No.	Questions	CO	Bloom Taxonomy Category	Marks
Section I				
1	Short Answer type questions.			4 x 5 = 20
a	Explain how to protect and unprotect sheets with and without passwords.	CO1	Understand	
	or			
b	Describe the use of Page Layout and Printer Properties in Excel.	CO1	Understand	
	or			
c	What are text functions? Describe any five with examples.	CO2	Understand	
	or			
d	Explain the use of financial functions like PMT and RATE.	CO2	Understand	
	or			
e	What is conditional formatting in Excel?	CO3	Remember	
	or			
f	Differentiate between basic and custom sorting.	CO3	Understand	
	or			
g	Describe the purpose of 'Text to Columns' in Excel.	CO4	Understand	
	or			
h	What is VBA Macro? Explain its usage in Excel.	CO4	Understand	
	or			
Section II				
	Application based questions			2x15=30
2	Prepare a professional invoice layout using Excel with formatting, sheet protection and page setup.	CO1	Create	
	or			
3	Discuss the complete process of customizing Excel for a team project: ribbon, tabs, and linking sheets.	CO1	Evaluate	
	or			
4	Prepare a sales summary report using Pivot Tables, Pivot Charts and What-if Analysis tools.	CO4	Create	
	or			
5	Evaluate the importance and functionality of Macros in automating repetitive Excel tasks.	CO4	Evaluate	
	or			

COURSE OUTCOME

CO1 To navigate MS Excel efficiently, utilize shortcuts, and perform fundamental operations such as formatting, protecting data, and managing worksheets.

CO2 Applying a wide range of Excel formulas and functions to perform detailed data analysis, including logical operations, statistical calculations, and text manipulation.

CO3 Skilled in generating various types of charts and pivot tables, enabling them to visualize data effectively and derive meaningful insights.

CO4 Employing advanced data management techniques such as conditional formatting, data validation, and VBA macros, thus enhancing their ability to handle large datasets and automate repetitive tasks.