

FACULTY OF COMMERCE
OSMANIA UNIVERSITY

B.Com (Hons.) V-Semester – CBCS

Excel Foundation

Computer Lab – Question Bank

Time: 60 Minutes

Record:	10
Skill Test:	15
Viva-Voce:	<u>10</u>
Total:	<u>35</u>

1. Create a Student table(5 Records) with appropriate *Numberformatting*:

- i) Roll Number ii) Name iii) Class iv) Date of birth
v) % of Marks vi) Fees paid in INR vii) Remarks Use five *data entry techniques* while creating the table

2. Create a Student table with appropriate *Data Validation criteria* with the following columns:

- i) Roll Number ii) Name iii) Sale Quantity iv) Sale Value v) Commission
a) Sale Quantity and Value should be in whole numbers
b) Commission is 8% of Sale value and be in two Decimals
c) Sale value column should accept only values from 5000

3. Construct a table of a student with the following:

Paper	% Marks	Grade Letter	Grade Point
I	90		
II	80		
III	50		
IV	40		
V	65		

Use appropriate function to choose the Grade Letter and Grade points basing on the following logic:

Range of % Marks	Grade Letter	Grade Point
85-100	O	10
70-84	A	9
60-69	B	8
55-59	C	7
50-54	D	6
40-49	E	5
Less than 40	F	0

4. Find out Semester Grade Point Average (SGPA) of a student for Semester I with the following:

PAPE R	%Marks	CREDITS	GRADE POINT GRADE LETTER	CREDIT POINTS
I	60	4	8	
II	50	4	6	
III	70	4	9	

- a) Use appropriate function to choose the Grade Letter using a suitable logical function (Grade Letter for 60-69=B; 50-54=D; 70-84=A)
b) Credit Points=Credits x Grade point
c) SGPA=Total Credit points/Total Credits. Adjust to 2 decimals.
d) No SGPA for F grade.

5. Find out Semester Grade Point Average (SGPA) of a student for Semester II with the following:

PAPER	%Marks	CREDITS	GRADE POINT GRADE LETTER	CREDIT POINTS
I	70	4	9	
II	65	4	8	
III	70	4	9	

- Use appropriate function to choose the Grade Letter and Grade points (Grade Letter and Grade points for 60-69=B; 70-84=A)
- Credit Points=Credits x Grade point
- SGPA=Total Credit points/Total Credits. Adjust to 2 decimals.
- No SGPA for F grade

6. Find out Cumulative Grade Point Average (CGPA) of a student for Semesters I and II with the following using appropriate functions:

Paper	SEM I			SEM II		
	Credits	Grade points	Credit points	Credits	Grade points	Credit points
I	4	8	4	4	9	4
II	4	6	4	4	8	4
III	4	9	4	4	9	4

CGPA=
DIVISION=

- Credit points= Grade points x Credits
- CGPA= Total Credit points of **both** I and II Semesters/Total credits of **both** Semesters
- Find Division of the student:

Division	Range of CGPA
Distinction	9-10
First	8-8.99
Second	6-7.99
Pass	5-5.99

7. The following are the Marks obtained by Students in three subjects. Draw a **Bar** diagram with appropriate Design, Formatting options and Chart headings:

ROLL NO	NAME	S1	S2	S3
101	A	50	60	70
102	B	60	40	80
103	C	70	60	50
104	D	60	50	60
105	E	50	90	40

8. The following are the details of Expenditure. Draw a **Pie** diagram with appropriate Formatting options, including Percentages and Chart headings:

Expenditure	Rs.
Food	10000
Rent	5000
Clothing	1000
Fees	4000

9. Execute the following:
- Change a Sheet Tab colour
 - Rearrange Worksheets
 - Hide a Worksheet
 - Compare sheets side-by-side
 - Use Find and Replace with an example

10. From the following table, select *Non-contiguous* cells having values 10,20,30 and calculate Total, Average and Multiplication, using *Define Name* concept:

Paper	S1	S2	S3
1	10	40	50
2	60	20	70
3	80	90	30
4	40	50	60

11. Add Sheet 1 values and Sheet 2 values with Sheet 3 values using *Multi Sheet Range* concept:

Sheet 1		Sheet 2		Sheet 3	
Roll No	Marks	Roll No	Marks	Roll No	Marks
1	10	1	100	1	50
2	20	2	200	2	60
3	30	3	300	3	70

12. Create the following table:

Roll No	Name	S1	S2	S3	Total
1	Sastry	50	60	70	
2	Prasad	80	90	100	
3	John	90	80	70	
4	Siva	60	50	40	
5	Satish	50	60	70	

From Total column:

- Copy only *Formula* and Paste in the next (Right) cell
- Copy only *Values* and Paste in the next cell
- Copy only *Formats* and Paste in the next cell
- Write a Comment in Total column of Roll No 4
- Copy only the *Comment* and Paste in the next cell

13. Create the following table and apply formatting options as mentioned:

Roll No	Name	S1	S2
1	A	90	90
2	B	100	99
4	C	90	90
3	D	95	95

- Resize the table to include one Row and one Column
- Apply any table style
- Sort the table on Roll No
- Select *'_Header Row'* table style
- Calculate Total and Average of each student

14. Derive Variances after comparing Total Standard cost with Actuals:

LABOUR(V)	MATERIAL(V)	TOTALSEMI	TOTALACTUALS	VARIANCES			
TASK	HOUR	RATE	UNITS	RAT	VARIABLE COST(TVC)	FIXED COST	(STD) COST
1	10	100	20	200		4000	
2	20	100	40	200		12000	
3	20	200	20	400		12000	

- i) Semi-Fixed Cost is 20% of Total TVC if TVC is upto Rs.10000
 ii) 40% if Total TVC if TVC is above Rs.10000

15. Calculate Total, Average and Result of the following:

ROLL NO	NAME	MARKS			TOTAL AVERAGE	RESULT
		S1	S2	S3		
1	A	80	90	100		
2	B	60	70	20		
3	C	90	80	10		

- i) For Pass, every subject should be 40 or above marks
 ii) For Fail, any one subject be Less than 40

Prepare a Payroll with the following:

EMP ID	E.NAME	BASIC	DA	HRA	GROSS	PF	ESI	NET
101	A	1000						
102	B	2000						
103	C	3000						
104	D	2000						
105	E	5000						

- i) DA is 50% of Basic
 ii) HRA is Basic + DA
 iii) HRA is 15% of Basic
 iv) Gross pay=Basic+DA+HRA
 v) PF is 12% of Basic+DA
 vi) ESI is 5%
 vii) Net Pay= Gross-PF-ESI

17. Complete the following Income Statement for year 2017:

<u>I- REVENUE</u>	Rs. In Lakhs
Sales	2000
Services	200

Total	?

<u>II- EXPENSES</u>	
Salaries	300
Cost of Goods sold	400

Total Expenses	?

<u>III- NIBT</u> (Net Income Before Taxes)	?
(Total Revenue-Total Expenses)	
Income Tax	?

NET INCOME(NIBT-I Tax)	?

(income tax=NIBT upto 200=Nil; 201-400=10.12%, 400 above=20.24% on NIBT)	18.

Create the following table of a class:

ROLL NO	NAME	MARK S
1	A	82
2	B	92
3	C	62
4	D	62
5	E	72

- i) Findout the topper of the class
- ii) Findout the least scorer of the class
- iii) Findout who got exactly 62 marks

19. Create the following Inventory table of Product No100 Product Name:Book:

DATE	OPENING	PURCHASES	ISSUES	CLOSING
1.1.2018	0	300	50	
10.1.2018		200	50	
20.1.2018		100	100	
31.1.2017		100	50	

- i) Findout each day's Closing balance
- ii) Previous day Closing balance is next day Opening balance=system should reflect automatically
- iii) An entry about destruction of Books numbering 20 on 25.1.2018 should be taken now
- iv) If the unit value is Rs.100, what is the closing stock value as on 31.1.2018?

20. Create the following table:

ROLL NO	NAME	S1	S2	S3
1	A	80	60	70
2	B	60	70	80
3	C	40	40	30
4	D	60	50	40
5	E	50	60	70

Using Conditional Formatting highlight, who scored :

i) More than 50 in S1 ii) Less than 50 in S2 and iii) Between 50 and 70 in S3

21. Create the following table:

ROLL NO	NAME	S1	MARK		% RESULT DIVISION
			S	S3	
1	A	80	60	70	
2	B	60	70	80	
3	C	40	40	30	
4	D	60	50	40	
5	E	50	60	70	

- i) To declare `'_Pass'`, to get ≥ 40 marks in *every* subject.
- ii) To declare `'_Fail'`, to get < 40 in *any one* subject
- iii) Division is only for `'_Pass'` candidates

Division= Distinction above 90%

First 80% - < 90%

Second 60% - < 80%

Pass 40% - < 60%

`'_Fail'` < 40%

22. Create Column chart for S1 and S3 only

ROLL NO	NAME	S1	S2	S3
1	A	80	60	70
2	B	60	70	80
3	C	40	40	30
4	D	60	50	40
5	E	50	60	70

23 Create the following table:

ROLL NO	NAME	S1	S2	S3
1	A	80	60	70
2	B	60	50	80
3	C	40	50	30
4	D	70	50	40
5	E	50	60	70

- i) Find out the Maximum score in S1, Minimum score in S2 and use Count S3
- ii) Find out Median of S1 scores and Mode of S2 scores

24. Create a table with the following and Calculate Fees Concession:

ROLLN	NAME	CATEGOR	%	FEES CONCESSION
1	Iyer	N	90	
2	Nair	D	60	
3	Nambiar	N	50	
4	Krishnan	D	70	
5	Ambal	G	40	

Concession Policy:

CATEGORY	%	CONCESSION
N	above 50	10%
D	above 50	20%
G	above 40	15%

- i) In all other cases there is NO concession.
- ii) Fees paid by each one of them is Rs.10000

25. Create the following table and calculate Incentive:

EMP ID	NAME	SALES(Rs)	INCENTIVE
101	A	10000	
102	B	20000	
103	C	10000	

Policy:

Sales between 10000-15000=5%
 >15000-<20000=6%
 >=20000-<30000=8%

26. Calculate *Annual* payment/instalment for a loan using an appropriate function:

Loan amount: Rs. 10,00,000
 Years of repayment: 10 years
 Rate of interest 10%

- a) If the payments are Monthly, instead of Annual, what is the instalment
- b) If the payments are quarterly, instead of Annual, what is the instalment
- c) If the rate of interest is changed to 15% on Annual payment basis, what is the instalment

27. Create a Pivot table with the following:

Days\Periods	I	II	III
MON	ENG	FA	IT
WED	ENG	FA	IT
FRI	ENG	FA	IT

Inter change the Rows into columns, using the Pivot table
 The Pivot table be placed in a New Worksheet

28. Create a table showing the differences between VAT system and GST system. Find out the Manufacturer's invoice value:

Value to Manufacturer:

	Under VAT	Under GST
Production Cost	1000000	1000000
+ Profit (20%)		
+Excise duty (10%)		
=Total Production cost		
+ VAT (18%)		
+State GST (9%)		
+Central GST(9%)		
MANUFACTURER'S INVOICE VALUE		

- Excise duty and VAT apply to VAT system only
- State and Central GST apply to GST system only

29. Create a table of 5 records with your own data showing the following:

ROLLNO	NAME	S1	S2	TOTAL MKS	RESULT
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30. Create a **Pie** chart basing on 5 records with your own data :

FOOD ITEM	EXPENDITURE
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- % and Names of the expenditure should be displayed
- Change the colour of any one food expenditure

- 31 . Create a **COLUMN** chart basing on 5 records with your own data :

FOOD ITEM	EXPENDITURE
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- Names of the expenditure should be displayed on each column
- Change the colour of any one food expenditure\item
- legend should be on left side

32. Create an Inventory Re-ordering Report with the following columns:

ITEM	STOCK (Kgs)	REMARKS
Steel	1000	
Iron	600	
Brass	500	

- In Remarks column mention —Reorder||, if the Stock of any item goes below 600 Kgs
- If the stock is 600 or above mention Remark -No Need||

- 33 Create a Student Information Table with 5 records with your own data:

ROLLNO	NAME	PHONE	ADDRESS	DOB
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Sort the table on Roll No and then by Name

34. Create a table and use any 5 Formatting options.

Move the table to Sheet 2

Rename the sheet

Add one column to the right and one row down to the table

Format as a Table.

35. The following are Sales figures of a company. Plot the figures I a **Line chart**:

YEAR:	2000	2001	2002	2003	2004	2005
SALES (Rs. In lakhs):	1000	1200	900	500	2000	1500

36. Set any 5, Page setup options/print options/sheet options for the following table with your own data for 5 records:

ROLL NO MARKS

37. Create the following table:

ROLL NO	SUBJECT	MARKS
1	ECONOMICS	90
1	ECONOMICS	90
3	ACCOUNTS	90
2	ACCOUNTS	80
2	ACCOUNTS	80
4	ECONOMICS	50

I) Remove duplicate rows

II) Prepare Subject-wise Sub-Totals

38. Create the following table with own data:

ROLLNO NAME

i. Open a New Window containing current document

ii. View Side-by-Side

iii. Freeze top row

39. Find the following:

Amount to be received	Rs.1000000
Rate of Interest	10%
Time	10 years
Amount to be invested at Present	?

i) If the rate of interest is 12% or 8%

ii) If the time period is 12 years or 8 years how much to be invested

40. Create the following table with your own data:

ROLLNO	S1	S2	TOTAL
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- i) Total by using a Function
- ii) Using Paste Special perform the following:
 - a) copy formula and paste in another cell
 - b) copy only values from formula and paste in another cell
 - c) Perform Add, Subtract operations

41. Show the following concepts by using appropriate examples:

- i) Merge and Center
- ii) Format Painter
- iii) Wrap text
- iv) Shrink to fit long data in a cell
- v) Fill colour in a cell
- vi) increase column/row height/width

42. Sales figures of GPS for two months are as follows:

	Product 1	Product 2
Range 1 =Jan	1000	2000
Range 2=Feb	3000	4000

Combine values from Ranges 1 and 2 into one new Range using Consolidation.

43. The following is the stock position of *Excel Foundation* Book in a Library:

OP STOCK	RECEIPTS	ISSUES	CL STOCK
100	200	120	

- i) Findout the closing stock
- ii) *Hyperlink* the Receipts quantity to Sheet 2 of the same Workbook to know details of Receipts
- iii) *Hyperlink* Issues to Sheet 3 of the same Workbook to know details of Issues.

44. Findout the Break-even output with the following:

Fixed Cost:	Rs.40000
Average Variable Cost	Rs.8
Market Price	Rs.13
Output to produce to Break-Even	?

BE in Quantity = $\frac{\text{Fixed cost}}{\text{Market price} - \text{Average Variable cost}}$
BE in Sales = $\text{Sale price} * \text{BE in Quantity}$

45. Using Built-in Excel Template, prepare Personal Monthly Budget.

46. Using Built-in Excel Template, prepare Billing Statement/Invoice

47. Generate a table with only RollNumbers till 20 using *Autofill*

concept Set the following printing options:

- i) No. Of copies 10
- ii) Orientation is
Landscape iii) Print on
both sides iv) Size A4
- v) insert a page break after Roll No 8
- vi) give *Wide* (Top,bottom,left and right 2.54 cms each) Margins
- vii) give appropriate Header and Footer

48. The following is a *Projected* P&L Account of ABC Co for the year ending 31.3.2019

Cost of Production	100	Sales	150
Selling Expenses	20	Misc Income	20

Using IF() or PRODUCT() functions:

- i) Calculate Gross/Net profit or loss
- ii) Effect on Net profit or loss, if the Cost of Production is increased by 50%
- iii) Effect on Net profit or loss, if the Sales are decreased by 50%

49. Create the following table and calculate Cash Discount:

PROD ID	P.NAM E	SALES(Rs)	CASH DISCOUNT
10	A	10000	
15	B	20000	
20	C	10000	

Policy:

- If Sales are between 10000-15000=3%
- >15000-<20000=5%
- >=20000-<30000=10%

50. Find out **Future Value** of the following, payable to a customer: Rs.10000
Rs.20000 Rs.30000

- i). If the rate of Interest is 10%, Time period is 10 years
- ii). If the rate of interest is 10%, Time period is 10 years but compounded half yearly.
- iii). If the above amounts are Future values, what are the Present values if Rate is 10% and Time period is 10 years
