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An ISO 9001:2015 certified Institute

Sample Paper [Excel 2010]

Unit-I[Write the answer]

1. What is Spread sheet Software? What is the advantage of this type of software? Name any 2 types of the software.
2. How to open Ms-Excel 2010? What is the purpose of protection on a workbook?
3. What is the purpose of validation?
4. What is the difference between protect sheet and protect workbook?
5. How many types of page view are there in Excel , name them.
6. What is the purpose of Remove Duplicate?
7. What is the purpose of Filter?

Unit-II[Write the function]

1. PMT
2. FV
3. HLOOKUP
4. COUNTIF
5. VLOOKUP
6. LOOKUP
7. DATE DIFFERENCE
8. CURRENT DATE ONLY
9. DAYS NAME
10. CONVERT SOME TEXT TO NUMERIC DATA

Unit-III[Practical Work]

1. Make School Tabulation Sheet.
2. Make Hotel Sheet.
3. Make Worker Salary Sheet
4. Make a challan.
5. Make fast food sheet.
6. Make Worker attendance sheet/ Student attendance sheet
7. Make a stock book.

Unit-IV[Write the steps]

1. How to apply validation on Stock where we want user to enter data only >50 and <60.
2. How to remove duplicate data from a data series.
3. How to protect sheet, How to protect a workbook?
4. How to insert word art, shapes, chart.

Unit V{Write any 20 shortcut keys from Excel 2010}

Unit-VI[Fill in the blanks]

1. Extension of Excel 2010 is _____, Default zoom of excel 2010 is _____.
2. Default page view of excel 2010 is _____, validation option is available under _____ menu.
3. Remove duplicate is under _____ menu, print option is under _____ menu.
4. Close option is under _____ menu, consolidate is under _____ menu.
5. Ms-Excel is the product of _____ company, we get _____ sheet by default.
6. Bold option is under _____ menu, increase decimal is under _____ menu.
7. There are _____ scroll bar in Excel-2010, chart option is under _____ menu.