

(42)
Exn

No. of Printed Pages : 02

Exam No _____

Sardar Patel University
B.Com. – VIth Semester
Subject Code: UB06CCOM10
Computer in Business-VI
Date: 08-04-2019 (Monday)

Time: 02:00 P.M. TO 04:00 P.M.

Total Marks: 30

Note: Figures of the right side shows mark of the corresponding question.

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|---|------------------------------------------------------------------------|---|
| 1 | Give introduction of worksheet features. | 8 |
| | OR | |
| | Explain the use of Freeze Panes in worksheet. | 8 |
| 2 | Explain Page Layout of worksheet. | 7 |
| | OR | |
| | Describe the chart types and their use. | 7 |
| 3 | Make a list of Data Type/Format used in worksheet and explain its use. | 8 |
| | OR | |
| | Explain the use of conditional formatting with example. | 8 |
| 4 | Which tools can be seen in Insert Menu Ribbon? Explain any two. | 7 |
| | OR | |
| | Explain the use of Filter in a worksheet. | 7 |

(P.T.O.)