

Comprehensive Concurrent Evaluation (CCE)

MBA SEM I / (2023-24)

CCE 1 [Div (A)]

Subject Name: Microsoft Excel**Code:** 116**Credit:** 2**Important Instructions:**

Student Name, Course name, Course code and contact number, email must be clearly mentioned on the first page.

Group	Component	Marks	Date of Submission
B	Written Home Assignment	50	3 Nov 2023

- 1) Explain in detail about Excel Workbook Windows, Workbook File Formats, Formatting Cells, Ribbons and Toolbar in Excel.
- 2) Discuss the process of creating charts in Excel. What are different types of charts in Excel?
- 3) What are the various categories of functions available in Excel? Write 2 examples of each any 5 categories.
- 4) Elaborate Pivot Table in detail. Explain Using Lookup Functions like Vlookups and HLookups.
- 5) Illustrate Financial Applications PV, PMT, NPER and RATE.



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CCE 2 [Div (A & C)]

Subject Name: Microsoft Excel

Code: 116

Credit: 2

Important Instructions:

Compulsory: Students attend this program online and get **certificate** from ExcelChamps for Free.

Submission of Certificate is must and considered as component of CCE

Student Name, Div, Course code and contact number, email must be clearly mentioned on the backside printout of Certificate.

Group	Component	Marks	Date of Submission
F	Certification	50	30 Nov 2023

Registration Link:

<https://courses.excelchamps.com/student-registration-page>

Name of Certificate Course: Excel Skills for Job Interview

<https://courses.excelchamps.com/courses/excel-skills>
