

Smt. L.R.T. College of Commerce, Akola
B.Com II Year (Sem. III)
ITB Practical Questions for Academic year 2020-21

- 1) Explain the Window of Ms Excel.
- 2) Explain the procedure of creating and saving a worksheet in MS Excel.
- 3) Explain the procedure of printing the created worksheet in MS Excel.
- 4) Explain Sum, Average, MIN, MAX and COUNT function in MS Excel.
- 5) Prepare "Time Table" of Your Class in Ms-Excel and format it an attractive way and apply Boarder and Pattern.
- 6) Prepare a table with following headings highlighting runs of 5 cricketers and insert area chart.

Sr. No.	Name of Cricketer	Runs
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- 7) Prepare a table with the following heading highlighting Monthly Sales of Five Products of Akash Company and insert line chart.

Sr. No.	Product	Monthly Sales (Rs.)
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- 8) Prepare a Mark-Sheet of 5 students of B.Com III Sem. and calculate total and average marks.

Roll No.	Name of Student	Eng.	Hin.	ITB	MS	A/c	Math	Auditing	Total Marks	Average Marks
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- 9) Prepare a Statement of Profit of Murlidhar Co. of last five years and insert column chart.

Year	Profit (Rs.)
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- 10) Prepare the following table and insert 'Doughnut Chart' in MS-Excel-2007.

Food	Clothing	Education	Medicine	Travelling	Other
4,000	2,500	1,800	800	500	1,400