

CBB- QUESTION BANK

MS-WORD

1. Create a table using MS-Word with the fields as Employee name, Basic pay, HRA, DA, Total Salary. HRA is 20% of salary, DA 10% of salary, PF 10% of basic pay. Calculate Net Salary
2. Create a Macro to display College name.
3. Create a document in MS-Word: Insert title as Header and page no. as Footer
4. Create an interview call letter as the main document and create 5 records for 5 persons using MS-Word. Use mail merge to create letters for 3 selected persons among the 5.
5. Create a letter head in MS-Word for your college with the following specifications
 - Name of the College – Use Times New Roman Font and Size 20
 - For Address of the college use courier font and size 12
 - Insert Logo from Clip art
 - Background color as pink.
 - Text color as blue

MS-POWERPOINT

1. Create a presentation with 5 slides describing the new traffic rules being implemented in the city using various animations available.
2. Create a presentation with 5 slides for the upcoming events in the college and use various formatting features.
3. Create a presentation with 5 slides describing Inter College Competitions and use slide sorter view to present the slide show.
4. Insert a picture from clip art gallery in your slide and change background to blue and give various slide transitions available.
5. Create 4 Slides on “Traffic Rules” and apply different Custom Animation Schemes.
6. Create 3 Slides on “Plant trees and protect Nature” and each slide should have a Comment.
7. Create two files on “Clean & Green” and “No Smoking” in MS PowerPoint and hyperlink them with each other.

MS-EXCEL

1. Create column chart with different chart elements for the following data.

A	B	C	D	E
Salesman	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Peter	148	140	121	122
Sam	114	118	111	101
Vikram	200	201	205	210
Komal	310	221	245	250
Vishal	150	200	300	150

2. Create a Macro to display College name.
3. Enter salaries of 5 employees. Represent Employee name on X-axis and Salary on Y-axis using Line Chart.
4. Create table for the following data.

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

5. Use Track changes for the following data.

Product	Region	Name	Units	Sales	COGS
Chairs	East	A	16	\$ 2595	\$ 6278
Tables	West	B	24	\$ 3652	\$ 7416
Boards	West	C	30	\$ 3652	\$ 7416
Markers	South	D	19	\$ 3652	\$ 6269
Desks	South	E	38	\$ 1523	\$ 6269

6. Use **Sort** option for the following table in MS-Excel

Names	Subjects	Score	Pass/Fail
A	Commerce	250	Pass
B	Science	300	Pass
C	Physics	450	Fail
D	Chemistry	350	Fail
E	Zoology	500	Fail

7. Use **custom filter** for the following data in MS-excel.

Product	Region	Agent	Sales	Purchases	Tax
Cosmetics	Hyderabad	A	\$ 50000	\$ 30000	10%
Clothing	Kolkata	B	\$ 40000	\$ 20000	5%
Fruits	Chennai	C	\$ 60000	\$ 40000	5%
Vegetables	Hyderabad	D	\$ 50000	\$ 25000	2%
Mobiles	Mumbai	E	\$ 70000	\$ 50000	8%
Groceries	Chennai	F	\$ 100000	\$ 55000	4%
Electronics	Hyderabad	G	\$ 500000	\$ 200000	15%

8. Use **Advance filters** for the given table in MS-excel.

Date	Product	Region	Agent	Sales	Purchases
1-1-19	Cosmetics	Hyderabad	A	\$ 50000	\$ 30000
2-1-19	Clothing	Mumbai	B	\$ 40000	\$ 20000
3-1-19	Mobiles	Chennai	C	\$ 60000	\$ 40000
4-1-19	Vegetables	Hyderabad	D	\$ 50000	\$ 25000
5-1-19	Mobiles	Mumbai	E	\$ 70000	\$ 50000
6-1-19	Groceries	Chennai	F	\$ 100000	\$ 55000
7-1-19	Mobiles	Hyderabad	G	\$ 500000	\$ 200000

9. Perform various Mathematical, Statistical, Financial, Logical, Date and Time, and Text functions.

10. Use **Data Consolidation** function for the following data in MS-excel.

Names	East	West	South	North
Mike	140	205	400	505
Monte	610	330	500	770
Arya	450	415	200	120
Carlo	852	522	300	230
Miland	750	366	400	520
Gokul	200	850	150	850

11. Use **Data Validation** function for the following data in MS-excel.

- Whole numbers
- Text Length
- Date
- Drop down List
- Stop
- Warning
- Information

12. Use **Conditional Formatting** for the given table in MS-excel.

- Sales above \$50000.
- Purchases below \$40000
- Duplicate values in Region
- Unique values in Product
- Date middle of the week

Date	Product	Region	Agent	Sales	Purchases
1-1-19	Cosmetics	Hyderabad	A	\$ 50000	\$ 30000
2-1-19	Clothing	Mumbai	B	\$ 100000	\$ 20000
3-1-19	Mobiles	Chennai	C	\$ 60000	\$ 40000
4-1-19	Vegetables	Hyderabad	D	\$ 50000	\$ 25000
5-1-19	Mobiles	Mumbai	E	\$ 70000	\$ 50000

13. Use **Absolute reference** function for the following data in MS-excel.

Name	Grades	%
Max score	100	
A	85	
B	65	

C	75	
D	85	
E	95	

14. Use **Relative reference** function for the following data in MS-excel.

Month	Total revenue	Total expenses	Net income
Jan	20000	13050	
Feb	20300	13245	
Mar	20640	13444	
April	20913	13646	
May	20227	13850	
Jun	21545	14058	

15. Use **Name range** for the following data.

Names	Subjects	Score	Pass/Fail
A	Commerce	250	Pass
B	Science	300	Pass
C	Physics	450	Fail
D	Chemistry	350	Fail
E	Zoology	500	Fail

16. Create **Pivot Table and Pivot Chart** from the following data in MS-excel.

Product	Region	Name	Units	Sales	COGS
Chairs	East	A	16	\$ 2595	\$ 6278
Tables	West	B	24	\$ 3652	\$ 7416
Boards	West	C	30	\$ 3652	\$ 7416
Markers	South	D	19	\$ 3652	\$ 6269
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17. Create **data table** from the following data. (One variable data table)

1	Loan amount	100000
2	Rate of interest	1.50%
3	Term (yrs)	30
4	Monthly payment	\$345.12

18. Create V-LOOKUP and H-LOOKUP for the following table in MS-excel.

Product	Code	Quantity	Price (\$)
Mobiles	AZ-101	5	85
Laptops	BC-202	10	25
Cameras	JK-308	5	65
Desktops	WT-401	25	58
Keyboards	TT-365	15	45
Printers	QW-407	20	35

19. Create V-LOOKUP and H-LOOKUP reference with exact match for the following table in MS-excel.

ID	Brand	Product
102	HP	PRINTERS
103	DELL	MOUSE
105	DELL	KEYBOARDS
104	LOGITECH	cameras
109	LOGITECH	desktops