Autonomous - Affiliated to Osmania University
Re-Accredited by NAAC with 'A' Grade
King Koti Road, Hyderabad - 500029.
End Semester Examinations March/April 2019
B. Com (Hons) - II Year
Semester - IV
Subject: MS Excel for Business

Time: 3 Hrs

Max Marks: 60
Date: 13.04.2019

Section – A

I.Answer any FIVE each in 100 words

(5 X 4 = 20)

1. Write the Features of Ms-Excel

2. Define : Workbook

3. What is meant by sorting

4. What is meant by Data Validation

5. Write down the advantages of Functions.

6. How to create a pivot table

7. Balance Sheet

8. What is meant by cash flow statement

Section – B

II.Answer ALL the Questions

(5 X 8 = 40)

9. a) Briefly explain about the various printing formats features

(OR)

b).Briefly explain about the various formatting cell features.

10. a) Explain about various Statistical Functions.

(OR)

b) Explain about various Date and Time Functions

11. a) Explain about various types of charts.

(OR)

b) Explain about Filtering and sorting a Pivot Table

12. a) Briefly explain about data filtering

(OR)

b). Explain about what if analysis.

13. a) Explain about the features of Ratio Analysis.

(OR)

b) Write in detail about Financial Statement analysis

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St. Joseph's
Degree & PG College
(Autonomous)

B.Com Honours
Semester - IV
MS Excel for Business
GE
(w.e.f 2018-19)

Scheme of Instruction
Total duration   : 60Hrs
Hours / Week   : 6Hrs(4T+2P)
Credits   : 5
Instruction Mode   : Lecture
Course Code   : BS.05.201.29T

Scheme of Examination
Max Marks   : 100
Internal Assessment:40
External Examination: 60
Exam Duration   : 3Hrs

Course Objectives:

Students will be able to learn MS Excel Features and how business activities can be performed effectively and efficiently using MS Excel.

Course Outcomes:

1. To familiarize oneself with Excel's Basic features
2. To gain skills on data visualization using MS Excel.
3. To acquire skills for data analysis using MS Excel.
4. To Perform Financial Modeling using MS Excel.

Unit - I Basics of MS Excel   12 Hours

Features of MS Excel, Worksheets and Workbooks: Labeling and Naming Worksheets and Workbooks, Adding, Deleting and Saving Worksheets and Workbooks, Reposition Worksheets, Inserting, Deleting, and Renaming Worksheets, Copy Worksheets, Printing a Workbook, Formatting a Worksheet, Adding Elements to a Workbook, Protecting Worksheet and Workbook.

Unit II Data Representation using MS Excel   12 Hours
Import external data, Creating a Table, Sorting Data into a Table, Data Validation, Consolidation

Defining Names in MS Excel, Macros: View Macros, Record Macros, Formulas and Functions: Creating a Formula, Formula Auditing, Meaning and Advantages of functions, Insert function, Use relative References, Mathematical Functions, Statistical Functions, Date & Time Functions.

Unit - III Data Visualization through MS Excel   12 Hours

Charts: Chart elements: Titles, legend, data labels, creating a New Chart, Formatting the Chart, Types of charts, Using Chart Templates.

PivotTables: Creating a PivotTable, Filtering and Sorting a PivotTable, Using Slicers to manipulate PivotTables, Creating a PivotChart

Unit - IV Data Analysis

12 Hours

Filtering Data:. Creating a Custom AutoFilter, Using an Advanced Filter. Data Sorting, Data Outline: Group, Ungroup and Subtotals.

What if Analysis: Scenario manager, Goal seek, Data table.

Unit - V Financial Modeling using Excel

12 Hours

Introduction to Financial Modeling, Representation of Financial Statements: Profit & Loss Account, Balance sheet, Cash Flow Statement, Ratio Analysis: Short Term, long Term, Activity Ratios, Profitability Ratios, Financial Statement Analysis: Comparative , Common size statements and trend Analysis.

Lab Work: Preparation of Profit & Loss Account, Balance sheet, Cash Flow Statements. Perform Ratio Analysis and Financial Statement Analysis using Ms Excel.

Text Books:
1. MS Office: Sanjay Saxena, Vikas Publishing House
2. Financial Modeling in Excel For Dummies by Danielle Stein Fairhurst

Suggested Readings:

1. Microsoft Office Excel 2007 step by step: Frye, PHI

Microsoft Excel Data Analysis and Business Modeling 5th Edition.