

Assessment Procedure

Microsoft Office Specialist (Excel 2019)- CPCC07

The students were assessed by exam with a practical test. They were given assignments to complete in Excel 2019 . The exam was out of 50 . Those who have 50% marks in the exam were declared passed. A sample question paper is given below:

CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA CERTIFICATE COURSE EXAMINATION Microsoft Excel Specialist (Excel 2019)

TIME:2 HRS

MAX. MARKS: 50

Answer the following five projects.

Project 1

Task 1: On the “Sales by Product” worksheet, to the right of the “Sales by month” chart display a legend that identifies the data series. Do not make any other changes to the chart.

Task 2: On the “ABC” worksheet, in the cell F6 create a formula that returns the leftmost letter of the response in cell D6.

Task 3: Copy A1:A9 from the “Summer Booking” worksheet to J11:J19 of the “October” worksheet.

Task 4: On the “Superstore” worksheet, find the “Discount” in the Discount column by multiplying “Total” and “Discount Percentage” in cell M1.

Task 5: In the “Main” worksheet, if the Sales value is less than 10000, then display “Poor Sales” in the “Remarks” column, otherwise leave the cell blank.

Project 2

Task 1: Change the “Key Applications” worksheet, so the formulas can be seen instead of the values.

Task 2: On the “Sales by Product” worksheet, to the right of the “Sales by month” chart displays a legend that identifies the data series. Do not make any other changes to the chart.

Task 3: On the “ABC” worksheet, in the cell F6 create a formula that returns the leftmost letter of the response in cell D6.

Task 4: Copy A1:A9 from the “Summer Booking” worksheet to J11:J19 of the “October” worksheet.

Task 5: On the “Author Main” worksheet, modify the formula in column “Author ID” to display the values in Capital letters.

Project 3

Task 1: In the “Laptop “worksheet, use an Excel function in cell N2 to find the number of characters in cell A2.

Task 2: On the “Sales ” worksheet, to the right of the “Sales by month” chart display a legend that identifies the data series. Do not make any other changes to the chart.

Task 3: On the “ABC” worksheet, in the cell F6 create a formula that returns the leftmost letter of the response in cell D6.

Task 4: Copy A1:A9 from the “Summer Booking” worksheet to J11:J19 of the “October” worksheet.

Task 5: On the “Superstore” worksheet, find the “Discount” in the Discount column by multiplying “Total” and “Discount Percentage” in cell M1.

Task 6: In the “Sales” worksheet, if the Sales value is less than 10000, then display “Poor Sales” in “Remarks” column, otherwise leave the cell blank.

Project 4

Task 1: On the “sample” worksheet, add the “Total” data series to the “Top Sellers” column chart.

Task 2: On the “Sales by Product” worksheet, to the right of the “Sales by month” chart displays a legend that identifies the data series. Do not make any other changes to the chart.

Task 3: On the “ABC” worksheet, in the cell F6 create a formula that returns the leftmost letter of the response in cell D6.

Task 4: Copy A1:A9 from the “Summer Booking” worksheet to J11:J19 of the “October” worksheet.

Task 5: On the “Superstore” worksheet, find the “Discount” in the Discount column by multiplying “Total” and “Discount Percentage” in cell M1.

Project 5

Task 1: On the “Total” worksheet, add the “Total” data series to the “Top Sellers” column chart.

Task 2: On the “Sales by Product” worksheet, to the right of the “Sales by month” chart displays a legend that identifies the data series. Do not make any other changes to the chart.

Task 3: On the “ABC” worksheet, in the cell F6 create a formula that returns the leftmost letter of the response in cell D6.

Task 4: Copy A1:A9 from the “Summer Booking” worksheet to J11:J19 of the “October” worksheet.

Task 5: On the “Super” worksheet, find the “Discount” in the Discount column by multiplying “Total” and “Discount Percentage” in cell M1.