The assessment procedure of this course was done by an exam. The total mark for the exam was 50 and. The minimum pass percentage was 50 %. Those who secured minimum pass marks in exam were declared qualified. A sample question paper is given below:

CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA
CERTIFICATE COURSE EXAMINATION
Microsoft Excel Specialist (Excel 2016)

TIME: 2 HRS   **MAX. MARKS: 50**

Answer the following five projects.

Project 1

Task 1: On the "Summer Sales" 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 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 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 display a legend that identifies the data series. Do not make any other changes to the chart.

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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" 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 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.

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 display a legend that identifies the data series. Do not make any other changes to the chart.

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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.

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