

## Assessment Procedure

### **Microsoft Office Specialist (Excel 2016)- CPCC07**

The students of the course 'Microsoft Office Specialist (Excel 2016)' were assessed with an exam including practical. The exam was out of 50. Those who secured a minimum of 50% mark in exam were declared passed. 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 "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 5:** On the "Superstore" worksheet, find the "Discount" in the Discount column by multiplying "Total" and "Discount Percentage" in cell M1.

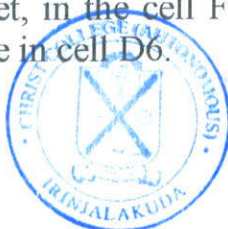
**Task 6:** In the "Sales" worksheet, if the Sales value is less than 10000, then display "Poor Sales" in "Remarks" column, otherwise leave the cell blank.

### 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.

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



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**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:** 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.

**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.



  
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**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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