CS001 updated VU Final term Past Paper Last 5 Year
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Questions:

1. **What is the purpose of the "Save As" command in Excel, and when is it typically used?**

   Answer: The "Save As" command in Excel is utilized when saving a file for the first time or when saving the file with a different version. For instance, if you want to save an Excel file created in MS Excel 2017 as an MS Excel 2003 file, you use the "Save As" command. This command ensures the original file remains in its original location and allows for saving in a different version.

2. **How can a user save an Excel workbook as a PDF file, and what is the purpose of saving in this format?**

   Answer: To save an Excel workbook as a PDF, one can go to "File," select "Save As," choose PDF from the file type dropdown list, and select the specific sheet or entire workbook. Saving as a PDF is beneficial for readers who do not have MS Excel, as it allows them to read the workbook without editing capabilities.

3. **What are the standard mathematical operations in Excel formulas, and how is a simple formula created?**

   Answer: Standard mathematical operations in Excel include addition (+), subtraction (-), multiplication (*), division (/), and exponent (^). A simple formula is created by entering the formula in the formula bar, either by typing directly or using the point-and-click method. Excel formulas always start with an equal sign (=).

4. **How can one freeze rows in Excel, and why might this feature be useful?**

   Answer: Rows can be frozen in Excel by selecting the row below the one to be frozen, going to the "View" tab, and choosing "Freeze Panes" from the dropdown list. Freezing panes is beneficial when scrolling through large worksheets, as it keeps specific rows visible. This feature is especially useful for maintaining context and reference while navigating extensive data.