DATA PROCESSING AND ANALYTICS ASSIGNMENT Course-1BCA A/B/C Semester I– Class of 2021 ODD Semester Section "A/B/C" **Presidency College, Autonomous** Bangalore-24	

INSTRUCTIONS
- Answer all the questions, each carry five marks: TOTAL MARKS: 20
- Should be written in blue book.
- Only hand written assignments shall be accepted and write neatly.
- Submit assignments for evaluation & return on time.
- Date of Submission is 03.02.2022

Each Question carries 5 MARKS

1. **How to create digital Signature and mail merge in word document**
2. **What is Function in Excel? Explain Numeric, String and Date functions in excel**
3. **Define Pivot table and steps to create a PivotTable to analyzeworksheet data with example.**
4. **Write a note on Application of (3 Applications for each category)**
   a) **Word**
   b) **Excel and**
   c) **Power point**

Rubric for Evaluation of Assignment: Total marks 20

Parameters	Excellent (10)	Good (7)	Satisfactory (4)
Quality of Information (10)	• Definition • Explanation • Necessary Examples	• Definition and Explanation • No relevant Examples	• Definition and Explanation • Incomplete information
Timely Submission (10)	Submitted on Time (26.01.2022)	Submitted within a week	Submitted after follow up.