



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

**Continuous Internal Assessment – I (August, 2025)**

**Class: II UG**  
**Major: Economics**

**Time: 2 Hours**  
**Max. Marks: 60**

**SKILL BASED ELECTIVE COURSE**

**25BECSE13 Computer Applications in Economics – SPSS/R/Python**

- CO1:** Have knowledge to work with MS word  
**CO2:** Have basic skills in data entry and data formatting.  
**CO3:** Have exposure to quantitative tools and charting the data.  
**CO4:** Apply simple statistical techniques to economic problem  
**CO5:** Be able to prepare presentations for seminars /conference in PowerPoint mode.

**SET - 1**

**Answer the following questions**

**Theory questions:**

**Answer any three**

**3\*10=30**

1. Write the procedure to **create and formatting** a document in MS office. **CO1K3**
2. Write the procedure to create **Mail merge** with an example **CO1K3**
3. Write the procedure to create **numbering, bullets, header and footer** in MS word **CO1K3**
4. Write the procedure to **construct a table, insert and deleting rows and columns** **CO1K3**
5. Explain the procedure to enter the data in **MS Excel with default data form** **CO2K3**

**Practical questions:**

**2\*15=30**

1. Type the following text in the **font style Times New Roman, font size as 12, line space 1.5 and justify the alignment** in a word document. Find the word Keynes and replace with J M Keynes. Bold and italicize the sentence "The General Theory of Employment, Interest and Money". **CO1K4**

The Keynesian consumption function is an economic formula that represents the functional relationship between total consumption and gross national income. Income is the most important determinant of aggregate consumption. But there are various other factors also which influence the consumption. Keynes talked of other factors determining consumption. He mentioned these factors in his book "The General Theory of Employment, Interest and Money."

2. Arrange the student names in alphabetical order; calculate the **Total and percentage of marks for each student** for the following data in MS Excel. **CO2K4**

Name of the student	Language	English	Mathematics	Science	Social
Chithra	56	76	75	85	68
Ramesh	85	80	70	92	74
Aruna	73	91	89	95	76
Santhiya	75	56	73	80	68
Balu	70	75	85	82	73

**Number of copies: 15**  
**Staff In-charge: Dr.M.Shanthi**



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

**Continuous Internal Assessment – I (August, 2025)**

**Class: II UG**  
**Major: Economics**

**Time: 2 Hours**  
**Max. Marks: 60**

**SKILL BASED ELECTIVE COURSE**

**25BECSE13 Computer Applications in Economics – SPSS/R/Python**

**CO1:** Have knowledge to work with MS word

**CO2:** Have basic skills in data entry and data formatting.

**CO3:** Have exposure to quantitative tools and charting the data.

**CO4:** Apply simple statistical techniques to economic problem

**CO5:** Be able to prepare presentations for seminars /conference in PowerPoint mode.

**SET - 2**

**Theory questions:**

**Answer Any Three of the following questions**

**3\*10=30**

1. Write the procedure to **saving and renaming** a document in MS office. **CO1K3**
2. Write the procedure to **Find and replace a sentence** in MS word with an example **CO1K3**
3. Write the procedure to **insert page numbers, header and footer** in MS word **CO1K3**
4. Describe the procedure to **create pivot table in MS Excel** **CO2K3**
5. Explain the procedure to create sub-total in **MS Excel** with an example **CO2K3**

**Practical questions:**

**Answer the following questions**

**2\*15=30**

1. Prepare PPT for the following.

**Slide 1:**

- Microsoft Excel is a spreadsheet program.
- Spreadsheet consists of rows and columns.
- The intersection of a row and a column is called a Cell.

**Slide 2:**

A cell in a worksheet can contain any combination of the following kinds of information.

- Text
- Numbers
- Formulas
- Built-in functions
- Pointers to other cells

2. Calculate **sum, average, minimum, maximum and count** for the given Amount in MS Excel for the following data.

<b>Order No</b>	<b>Date</b>	<b>Customer</b>	<b>Amount</b>
1	02.04.2025	Customer 1	12500
2	07.04.2025	Customer 2	14500
3	15.05.2025	Customer 3	17800
4	26.05.2025	Customer 4	20000
5	16.07.2025	Customer 5	26000

**Number of copies: 15**

**Staff In-charge: Dr.M.Shanthi**