

**Questions:**

1. **What is the purpose of Module 223 in MS Excel, and what specific scenario does it address?**

**Answer:** Module 223 in MS Excel focuses on applying learned formulas to manage personal expenses efficiently. It addresses the challenge of managing personal expenses in a register by demonstrating the application of various queries, such as finding total expenses for a specific month or category, using appropriate formulas.

2. **How can you find the total expense for the January month in the personal expense sheet (Figure 221), and what is the result?**

**Answer:** To find the total expense for January, the formula =SUM(B3:B14) is applied, as shown in Figure 222. The result, displayed in Figure 223, illustrates the total expense for the specified month.

3. **In Module 224, what are the steps for executing a basic ascending or descending sort based on one column in MS Excel?**

**Answer:** To execute a basic sort in MS Excel, you need to:

- Highlight the cells to be sorted.
- Click the Sort & Filter button on the Home tab.
- Choose either the Sort Ascending (A-Z) or Sort Descending (Z-A) button. These steps are illustrated in Figure 225.

4. **What is the analogy used to explain the difference between a Database and DBMS in Module 225?**

**Answer:** The analogy used is that of an office cleric and a filing cabinet. In this analogy, the database is compared to the filing cabinet where information is stored in the form of files. The DBMS (Database Management System) is likened to the office cleric, responsible for organizing and retrieving files. The analogy emphasizes the role of DBMS in efficiently managing and accessing data stored in the database.

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