14309

BRAINWARE UNIVERSITY

Term End Examination 2024-2025
Programme – BBA-2022/BBA(DM)-2022/BBA(HM)-2022/B.Physiotherapy-2022/B.Sc.
(MLT)-2022/B.Sc.(PA)-2022/B.Physiotherapy-2023/B.Sc.(MLT)-2023/B.Sc.
(PA)-2023/B.Physiotherapy-2024/B.Sc.(MLT)-2024/B.Sc.(PA)-2024
Course Name – Data Analytics Using Excel
Course Code - GECS201
(Semester II)

Full Marks : 60   **Time : 2:30 Hours**

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own
words as far as practicable.]

Group-A
(Multiple Choice Type Question)   1 x 15=15

1. *Choose the correct alternative from the following :*

(i)   What is the purpose of using the IF function in Excel?

   a) To count cells

   b) To evaluate a condition and return one value if the condition is true and another value if the condition is false

   c) To round numbers

   d) To perform mathematical operations

(ii) Which sign is added to use absolute references?

   a) &   b) $

   c) %   d) @

(iii) Tell which one is Correct: Formulas in MS Excel always start with _____.

   a) #()   b) ()

   c) &   d) ((

(iv) Identify the correct option. if 4/6 is entered in a cell without applying any formats, Excel
will treat this as _____.

   a) The date, 4th June   b) A mathematical part

   c) Fraction   d) Error

(v)   Select the oldest spreadsheet package.

   a) Excel   b) Lotus

   c) VisiCalc   d) StarCalc

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(vi) Identify the correct option.To select multiple non-adjacent cells in a worksheet the user will click them holding _____.

    a) CTRL   b) Shift

    c) ALT   d) CTRL+Shift

(vii) Select the correct alternative.The Name box on to the left of formula bar _____.

    a) Shows the name of workbook currently working on   b) Shows the name of worksheet currently working on

    c) Shows the name of cell or range currently working on   d) Shows the name of file currently working on

(viii) Choose the method via which one can remove borders applied in the cells of an MS Excel Worksheet.

    a) Select None on the Border tab of Format cells   b) Open the list on the Border tool in the Format Cell toolbar then choose the first tool

    c) Both by Selecting None on the Border tab of Format cells as well as by Opening the list on the Border tool in the Format Cell toolbar then choose the first tool   d) None of these

(ix) Name the keyboard shortcut used to copy the value from the cell above the active cell into the cell or the Formula Bar in MS Excel.

    a) CTRL + SHIFT + C   b) CTRL + SHIFT + "

    c) ALT + SHIFT + "   d) ALT + SHIFT + ""

(x) Interpret the action performed by typing the formula "=B25" in a cell in Excel.

    a) Selected cell will show an error message   b) Selected cell will show "=B24"

    c) Selected cell will show the same value as in B25   d) Selected cell will be blank

(xi) Determine the method(s) by which we can specify currency formatting for a cell in Excel.

    a) Decimal places   b) Rs. Mark

    c) Currency symbol   d) Both Decimal Places and Rs. Mark

(xii) Choose the correct one. When we start typing the same value as of some cells on the same column, Excel automatically shows that, this feature is known as _____.

    a) AutoFill   b) AutoComplete

    c) AutoCorrect   d) AutoFormat

(xiii) Choose: Purpose of the COUNTIF() function used in Excel.

    a) Counts cells as specified   b) Counts blank cells in a range

    c) Counts cells with numbers in a range   d) Returns values based on a TRUE or FALSE condition

(xiv) Which is a free lightweight version of MS Excel available as part of Office on the web?

    a) Excel for the web   b) Excel Mobile

    c) Office Mobile   d) Ms Access for web

(xv) When a range is selected, how can you activate the previous cell?

    a) Press the Alt key   b) Press Tab

    c) Press Enter   d) None of these

Group-B
(Short Answer Type Questions)   3 x 5=15

2. Explain why would you set a Print Area in Excel?   (3)

3. Apply the LOOKUP() function in Excel. (3)
4. What is Pivot Table in Microsoft Excel? (3)
5. Write down the steps on how to enter and delete data in Excel. (3)
6. Assess the VLOOKUP and INDEX functions to perform a more complex data retrieval task. (3)

OR

Assess the scenario where the use of both Hyperlink and Date & Time functions enhances data (3)
presentation.

Group-C
(Long Answer Type Questions)   5 x 6=30

7. What are the several report formats in Excel? Explain all. (5)
8. Explain the calculation process of Simple Interest and Compound Interest. (5)
9. Explain various types of charts that can be created in MS Excel. (5)
10. Explain the difference between mean, median, mode. (5)
11. Explain with an example how MS excel helps in inventory management. (5)
12. Summarize the the steps followed to create Pivot Tables in MS Excel. (5)

OR

Distnguish between different cell formats for Number. (5)

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