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BRAINWARE UNIVERSITY

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Term End Examination 2025-2026

**Programme – BBA-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/B.Physiotherapy-
2025/B.Sc.(MLT)-2025/B.Sc.(PA)-2025**

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 does the LEFT function in Excel do?
 - a) Returns the first character(s) from a text string
 - b) Returns the last character(s) from a text string
 - c) Converts text to lowercase
 - d) Joins two or more text strings into one string
- (ii) Which function is used to convert text to numeric values in Excel?
 - a) VALUE
 - b) TEXT
 - c) UPPER
 - d) CONCATENATE
- (iii) Choose the right answer. Count() function counts _____.
 - a) Numeric cells
 - b) All cells
 - c) Blank Cells
 - d) All of them
- (iv) Select the correct alternative. Histograms and pie charts are classified as one-dimensional diagrams because only _____.
 - a) Width is considered
 - b) Length and width, both considered
 - c) Breadth is considered
 - d) Length is considered
- (v) Select the correct alternative to interpret the periodic payment for a loan calculated through _____.
 - a) PMT function
 - b) NPR function
 - c) PVR function
 - d) XNPV function
- (vi) What does the CHOOSE function in Excel do?
 - a) Returns the largest value in a set of numbers
 - b) Returns a value from a list based on its position

- c) Calculates the sum of a range of values d) Returns the average of a range of values
- (vii) Which function can be used to combine multiple text strings into one in Excel?
- a) CONCATENATE b) RIGHT
- c) MID d) LEN
- (viii) Which company introduced Excel?
- a) TCS b) Oracle
- c) IBM d) Microsoft
- (ix) Choose the Excel feature which allows us to see how the printed page will look.
- a) Normal View b) Page Break Preview
- c) Page Layout View d) Full Screen View
- (x) Choose the correct option. What is the purpose of absolute cell referencing in Excel?
- a) when you want to fix a cell location b) To round off numbers in a cell
- c) change when a formula is copied to another cell d) To refer to cells in a different worksheet
- (xi) Which function is used to count the number of cells that meet a specific condition in Excel?
- a) Count() b) CountBLANK()
- c) Countif() d) CountElse()
- (xii) Identify Excel function returns TRUE or FALSE based on two or more conditions.
- a) AVERAGEIFS b) CONCAT
- c) CountA() d) AND
- (xiii) Interpret the action performed by the given logical formula " $\text{=NOT}(A2 \geq 10)$ ".
- a) FALSE if a value in cell A2 is greater than or equal to 10; TRUE otherwise. b) FALSE if a value in cell A2 is less than or equal to 10; TRUE otherwise.
- c) FALSE if a value in cell A2 belongs to 10, TRUE otherwise d) FALSE if a value in cell A2 not equal to 10, TRUE otherwise
- (xiv) Identify the correct option. The ___ feature of MS Excel quickly completes a series of data.
- a) Auto filter b) AutoComplete
- c) Auto fill d) Autosum
- (xv) Which of the following series types is not valid for Fill Series dialog box?
- a) Linear b) Growth
- c) Autofill d) Time

Group-B

(Short Answer Type Questions)

3 x 5=15

2. Demonstrate how to apply Subtotal in Excel. (3)
3. How can you construct Hyperlink in Excel? (3)
4. What is Pivot Table in Microsoft Excel? (3)
5. Write down the steps on how to delete row in excel. (3)
6. Assess IF function in Excel. (3)

OR

- Assess Macros in Excel. (3)

Group-C

(Long Answer Type Questions)

5 x 6=30

7. Discuss the importance of Time Value of Money (TVM) in financial analysis and decision-making. (5)
8. Explain the role of financial functions, date functions, nested IF statements, IF statements. (5)
9. Differentiate between the terms "absolute cell referencing" and "relative cell referencing" in Microsoft Excel. (5)

10. Compare the difference between .text, .value, and .value2. (5)
11. Explain features of MS Excel. (5)
12. Summarize the concept of wild card character(s) in Excel with an appropriate example. (5)

OR

Distinguish between different cell formats for Number. (5)

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