



BRAINWARE UNIVERSITY

Term End Examination 2021 - 22

Programme – Bachelor of Business Administration in Hospital Management

Course Name – Data Analytics using Excel

Course Code - GECS201

(Semester II)

Time allotted : 1 Hrs.15 Min.

Full Marks : 60

[The figure in the margin indicates full marks.]

Group-A

(Multiple Choice Type Question)

1 x 60=60

Choose the correct alternative from the following :

- (1) The cell reference for cell range of A2 to M12 will be represented as

a) A2!M12	b) A2;M12
c) A2.M12	d) A2:M12
- (2) If we want to freeze more than one row or column of your spreadsheet, or if we want to freeze rows and columns at the same time, this is done using

a) The Freeze page option within the Save as option	b) The Freeze cell option from the page-layout option
c) The Freeze row option from wrap- option	d) The Freeze Panes option from within the Freeze Panes drop-down menu on the View tab of the Excel ribbon.
- (3) Formulas in MS Excel always starts with

a) #	b) =
c) &	d) (
- (4) A function inside another function is called as

a) Child function	b) Inner function
c) Nested function	d) Rounded function
- (5) The following methods will not enter data in a cell is

a) Pressing the Esc key	b) Pressing the tab key
c) Clicking the enter button to the formula bar	d) Clicking the cell and type the data
- (6) The function will be used to enter current time in a worksheet cell is

a) =currentTime()	b) =time()
c) =now()	d) =clock()
- (7) Which is not a valid 'data type' in MS Excel?

- a) Number
c) Character
- b) Label
d) Currency
- (8) An Excel Workbook is a collection of
a) Worksheets
c) Workbooks
- b) Charts and formulas
d) Both a and b
- (9) The shortcut keys to highlight the entire column is
a) Ctrl + Spacebar
c) Ctrl + H
- b) Ctrl + <
d) Ctrl + >
- (10) We can save and protect the workbook by
a) Write-reservation password
c) Read-only recommended
- b) Protection password
d) Any one from the above
- (11) If 4/6 entered in a cell without applying any formats, Excel will treat this as
a) The date, 4th June
c) Fraction
- b) A mathematical part
d) Error
- (12) The oldest spreadsheet package is
a) Excel
c) VisiCalc
- b) Lotus
d) StarCalc
- (13) To select multiple non adjacent cells in a worksheet the user will click them holding
a) CTRL
c) ALT
- b) Shift
d) CTRL+Shift
- (14) The Name box on to the left of formula bar
a) shows the name of workbook currently working on
c) shows the name of cell or range currently working on
- b) shows the name of worksheet currently working on
d) shows the name of file currently working on
- (15) Formatting a cell in currency, we can specify
a) Decimal places
c) Currency symbol
- b) Rs. mark
d) Both a) and b)
- (16) 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
c) AutoCorrect
- b) AutoComplete
d) AutoFormat
- (17) The minimum and maximum value we can set for save AutoRecovery info in Excel are
a) 1 minute and 120 minutes
c) 2 minutes and 30 Minutes
- b) 2 minutes and 230 Minutes
d) 1 second and 5 Minutes
- (18) When a formatted number does not fit within a cell, it displays
a) #DIV/0
c) #####
- b) #DIV@
d) !ERROR
- (19) The logical formula =NOT(A2>=10)returns
a) FALSE if a value in cell A2 is greater than or equal to 10; TRUE otherwise.
c) FALSE if a value in cell A2 belongs to 10, TRUE otherwise
- b) FALSE if a value in cell A2 is less than or equal to 10; TRUE otherwise.
d) FALSE if a value in cell A2 not equal to 10, TRUE otherwise

- (20) Formula to check if X is between Y and Z, inclusive
- a) =IF(OR(A2>=B2,A2<=C2),"Yes", "No") b) =IF(X:(A2>=B2,A2<=C2),"Yes", "No")
c) =IF(X=(A2>=B2,A2<=C2),"Yes", "No") d) =IF(AND(A2>=B2,A2<=C2),"Yes", "No")
- (21) Analysis of any financial Statement comprises
- a) Balance sheets b) Trading account
c) P&L account d) All of the above
- (22) The RATE function in MS Excel can be used to
- a) to know how much money we will have in the future, given a starting balance, regular payments, and a compounding interest rate b) Calculate the Yield to Maturity for a security. This is useful when determining the average annual rate of return that is earned from buying a bond
c) Easily calculate Beta, given the weekly returns for a stock and the index you wish to compare it to d) avoid building a large Declining Balance (DB) depreciation schedule, Excel can calculate your depreciation expense in each period with this formula
- (23) The Debtors Turnover Ratio also called as
- a) Receivables Turnover Ratio b) Reusable Turnover Ratio
c) Reversible Turnover Ratio d) Receivables Turnaround Ratio
- (24) Inventory Turnover Ratio Formula helps the user to
- a) Find a random cost that is right for the business which will lead to making a probable in business. b) to know how much money we will have in the future, given a starting balance, regular payments, and a compounding interest rate
c) Find an predictive expense that is right for the business which will lead to making an exact figure in future d) Find a balance that is right for the business which will lead to making a profit in business.
- (25) Profit for the objective of calculating a ratio may be taken as
- a) Profit before tax but after interest b) Profit before interest and tax
c) Profit after interest and tax d) All the above
- (26) General probability ratio are based on
- a) Investment b) Cost
c) Sales d) Inventory
- (27) The Analysis ToolPak is
- a) an Excel add-in program that provides data analysis tools for financial, statistical and engineering data analysis b) an Excel built-in program that provides data analysis tools for mathematical data analysis
c) an Excel add-in program that provides cost analysis tools for business data analysis d) an Excel built-in program that provides probable expenses for a new inventory
- (28) Which chart element details the data values and categories below the chart-
- a) Data point b) Data maker
c) Data tables d) Data table
- (29) The following command tab is used to change the font size for an axis in a chart-
- a) Home b) Design
c) Insert d) Format
- (30) The given purposes which does not pertain to charts are

- a) Identifying trends
b) Performing comparison
c) Selecting values
d) Recognizing patterns
- (31) If we hover the mouse pointer over a chart object, we can see the-
a) Key Tip
b) ChartTip
c) ScreenTip
d) ChartKey
- (32) The group on the chart tools format tab shows the name of the selected element is-
a) Current selection
b) Arrange objects
c) Chart objects
d) Choose selection
- (33) The tiny little lines displayed on the category (X) and/ or value (Y) axes that help in reading values are called
a) Gridlines
b) Tick marks
c) Categories markers
d) Cross-hatch marks
- (34) The chart object represents an individual value from the data series are called
a) Data set
b) Data marker
c) marker
d) Tick market
- (35) The back ground of a chart is known as-
a) Chart grid
b) Legend
c) Chart-area
d) Plot-grid
- (36) The term describes a chart that uses more than one chart type is commonly referred as
a) Secondary axis
b) Column/line chart
c) Combination chart
d) Combination chart
- (37) The dialog box allows the user to change a field name in a PivotTable is
a) Field options
b) Field pane
c) Field setting
d) Field structure
- (38) The tab and function that allows us to find the option to insert a pivot table in MS Excel is
a) Under the insert tab in table group
b) In the data group in pivot table group
c) Under the formula tab in the data analysis group
d) In the data tab in table group
- (39) The command that allows the user to highlight the cells in a data table that matches a set-up is called
a) Cell styling
b) Conditional formatting
c) AutoFormatting
d) Data table styles
- (40) Which of the following is not a box in the Pivot Table Fields list?
a) Report filter
b) Column labels
c) Values
d) Formulas
- (41) The function Transpose() displays
a) Row data in a column and column data in a row
b) Column data in a row
c) Row data in a separate file, and column data in a separate file
d) Row data in a column
- (42) The function STDEV.S returns

- a) the Standard deviation of a supplied set of values b) the Correlation of a supplied set of values
- c) The Median of a supplied set of values d) the mode of a supplied set of values
- (43) The key difference between AVERAGEA and AVERAGE is-
- a) AVERAGEA is a logical function, whereas AVERAGE is a mathematical function b) AVERAGEA function is not applicable in Excel
- c) AVERAGEA will also evaluate the logical values TRUE and FALSE, and numbers represented as when they appear in cell references, whereas AVERAGE just skips these values. d) AVERAGEA is a function found in Excel 2010, whereas AVERAGE is a function used in previous versions of Excel
- (44) The mean of a distribution is 14 and the standard deviation is 5. What is the value of the coefficient of variation?
- a) 0.604 b) 0.357
- c) 0.483 d) 0.278
- (45) Histograms, pie charts and frequency polygons are all types of
- a) One dimensional diagram b) Three dimensional figure
- c) Two dimensional diagram d) Cumulative diagram
- (46) 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
- (47) Where can the user change automatic or manual calculation mode in MS Excel?
- a) Calculation and mark, the corresponding radio button b) A double CAL indicator on status bar
- c) From the format tab d) From the view tab
- (48) In an Excel formula, the symbol that specifies the fixed columns and rows-
- a) Symbol \$ b) Symbol *
- c) Symbol % d) Symbol &
- (49) Which of the following is Not one of Excels what-if functions?
- a) Goal seek b) Auto Outline
- c) Scenario manager d) Solver
- (50) Types of histograms includes
- a) Deviation bar charts b) Paired bar charts
- c) Grouped charts d) All of them
- (51) The Microsoft Excel function returns
- a) A converted to number with a specified format. b) A formatted with table with a specified format.
- c) a value converted to with a specified format d) A tabular data converted to with a specified format.
- (52) The function =ISNUMBER (A1) will return
- a) TRUE if A1 contains a number or a formula that returns a numeric value. b) TRUE if A contains the number 1
- c) TRUE if A1 contains a non-zero number only d) TRUE if A1 contains a formula that returns a
- (53) The CONCATENATE function in Excel is designed-

- a) To join a different worksheet in a workbook.
- b) To join different line of from different worksheet together or combine
- c) To join different pieces of together or combine values from several cells into one cell.
- d) To join different letters of together in a cell

(54) Excel String Functions LEFT, FIND Used to

- a) Get all characters before a symbol (for a varying-length string)
- b) Retrieve a specific number of characters from the left side of a string
- c) Get all characters before space (for a varying-length string)
- d) Both a) and b)

(55) Text formulas in Excel-

- a) Replaces cell reference
- b) Concatenate and manipulate text
- c) Returns ASCII of characters
- d) Show formula error values

(56) It is acceptable to let long flow into adjacent cells on a worksheet when

- a) Data will be entered in the adjacent cells
- b) No data will be entered in the adjacent cells
- c) There is no suitable abbreviation of the
- d) There is not time to format the next

(57) Concatenation of can be done using

- a) Apostrophe (&lsquo)
- b) Exclamation (!)
- c) Hash (#)
- d) Ampersand (&)

(58) In MS Excel, to clean a string of the unexpected blank, the user has to use

- a) The LEN function
- b) The TRIM function
- c) The CUT function
- d) The BLANK function

(59) The formula in excel as =UPPER(A1) will convert-

- a) all in worksheet to uppercase
- b) all in cell A1 to upper case
- c) all in A1 to upper cell
- d) all in row 1, and column A to upper case

(60) The syntax for the TEXT function in Microsoft Excel is

- a) TEXT(1,2,...n)
- b) TEXT(value, format)
- c) TEXT ([argument 1, [argument 2]...)
- d) TEXT(format)