

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BBA DEGREE EXAMINATION MAY 2024
(Second Semester)

Branch - BUSINESS ADMINISTRATION (INFORMATION SYSTEM)

WORKING WITH SPREADSHEET

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(10 x 1 = 10)

Module No.	Question No.	Question	K Level	CO
1	1	Select the function automatically totals a column or row values. a) TOTAL b) ADD c) SUM d) AVG	K1	CO1
	2	In Which Package a numeric data analysis tool that allows us to create a computerized ledger? a) Mathematical Package b) Graphical Package c) Spreadsheet Package d) Word Processing Package	K2	CO1
2	3	What help us to see patterns in MS Excel? a) Charts b) Graphs c) Calculation d) Spreadsheet	K1	CO2
	4	Show the table allows Filtering through different values. a) PIVOT b) Data c) None of them d) Both of them	K2	CO2
3	5	Which functions are used to retrieve data from table a) Data look up b) Avg IF c) Date and Time function d) Sum IF	K1	CO3
	6	Show the Ribbon that the freeze pan option in MS excel is available a) Insert b) View c) Page Layout d) Design	K2	CO3
4	7	How to run a Macro automatically when starting MS Excel a) Hold down the SHIFT key during start up b) Hold down the CTRL key during start up c) Hold down the ESC key during start up d) Hold down the ALT key during start up	K1	CO4
	8	Show the language Which is used to create Macros in MS Excel a) Visual Basic b) C c) C++ d) Java	K2	CO4

Cont...

5	9	Which would you choose to create a Bar Diagram a) Edit Chart b) Insert Chart c) Tool chart d) Format Chart	K1	CO5
	10	What do you call the Chart , that shows the proportions of how one or more data elements relate to another data elements a) XY Chart b) Line Chart c) Pie Chart d) Column Chart	K2	CO5

SECTION - B (35 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks (5 × 7 = 35)

Module No.	Question No.	Question	K Level	CO
1	11.a.	Explain the basic concept of spreadsheet.	K2	CO1
		(OR)		
	11.b.	Illustrate the Date & Time functions in MS Excel.		
2	12.a.	Construct the process to create charts in MS Excel	K3	CO2
		(OR)		
	12.b.	Summarize Apply Sum IF function and Avg IF function with suitable examples .		
3	13.a.	Build the steps involved to use an advanced filter in MS Excel.	K3	CO3
		(OR)		
	13.b.	Develop the ways to insert the Hyperlink in MS Excel.		
4	14.a.	Examine the relative reference in in Excel Macros.	K4	CO4
		(OR)		
	14.b.	How to create the Macro using VBA editor? Analyze.		
5	15.a.	List out the usage of scatter plots in MS Excel.	K4	CO5
		(OR)		
	15.b.	Inspect the creation of Histogram in MS Excel with suitable example.		

SECTION -C (30 Marks)

Answer ANY THREE questions

ALL questions carry EQUAL Marks (3 × 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	Analyze the logical function and text function in MS Excel	K4	CO1
2	17	Create PIVOT table with proper steps.	K5	CO2
3	18	Discuss how to arrange split window in MS Excel	K6	CO3
4	19	Recommend the steps to run a macro in Excel	K5	CO4
5	20	Classify the bar charts with suitable examples.	K4	CO5