

(AUTONOMOUS)

(Second Semester)

Branch – **BUSINESS ADMINISTRATION (INFORMATION SYSTEM)**

WORKING WITH SPREAD SHEET

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(10 × 1 = 10)

Module No.	Question No.	Question	K Level	CO
1	1	Which key combination collapses the ribbon? a) [ctrl]+[f1] b) [ctrl]+[f3] c) [ctrl]+[f5] d) [ctrl]+[f7]	K1	CO1
	2	Show the function that results can be displayed in auto calculate? a) SUM and AVERAGE b) MAX and LOOK c) LABEL and AVERAGE d) MIN and BLANK	K2	CO1
2	3	Outline the three arguments or parts of an IF formula? a) IF, THEN, ELSE b) The conditional statement, the value if the test is false, and the value if the test is true. c) The logical test, the value if the test is true, and the value if the test is false. d) The conditional statement, the expression, and the values.	K2	CO2
	4	Select the data you want to use in PIVOT Table in the Task pane a) Select fields b) Specify fields c) Pivot table field list d) Pivot table layout	K1	CO2
3	5	Which of the following functions looks up values vertically down a column and then horizontally across a row? a) HLOOKUP b) DSUM c) DLOOKUP d) VLOOKUP	K1	CO3
	6	How to sort multiple columns by using a) Sort dialog box b) Column specifier button c) Sort column window d) Drag and drop feature	K2	CO3
4	7	How to play a macro in the macro dialog box, click the a) Run button b) Play button c) Macro button d) Go button	K2	CO4
	8	What is the function of VBA? a) A set of instructions to automate a task b) A data structure c) A loop d) A predefined set of code that performs a specific task	K1	CO4
5	9	Which of the chart types would be best for illustrating values as a percentage of a whole? a) Area b) Pie c) Scatter d) Column	K1	CO5
	10	Show a tiny graph that resides in a single cell. a) Area b) Line c) Scatter d) Sparkline	K2	CO5

Cont...

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.	Analyze the auto fill function in MS Excel.	K4	CO1
	(OR)			
	11.b.	Examine how to insert header and footer in MS Excel.		
2	12.a.	Discover the procedure to adding fields in PIVOT table with example.	K4	CO2
	(OR)			
	12.b.	Analyze the Creation of slicers with PIVOT table.		
3	13.a.	Build the steps involved to use an sorting filter in MS Excel.	K3	CO3
	(OR)			
	13.b.	Apply the steps to create a multiple windows in MS Excel.		
4	14.a.	Identify how to Customize VBA in MS Excel?	K3	CO4
	(OR)			
	14.b.	Apply the techniques for Excel macro using forms.		
5	15.a.	Explain Line graphs and its steps to create.	K5	CO5
	(OR)			
	15.b.	Explain Stem and leaf displays in MS Excel.		

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 mathematical function in MS Excel.	K4	CO1
2	17	Inspect the Conditional formatting and its benefits.	K4	CO2
3	18	Examine V LOOK UP , H LOOK UP in MS Excel.	K4	CO3
4	19	Comparing absolute and relative reference in macro.	K5	CO4
5	20	Evaluating Cross tabulation with suitable graph displays.	K5	CO5

Z-Z-Z

END