PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BBA DEGREE EXAMINATION DECEMBER 2023
(Second Semester)

Branch – BUSINESS ADMINISTRATION (INFORMATION SYSTEMS)

WORKING WITH SPREAD SHEETS

Time: Three Hours

Maximum: 50 Marks

SECTION-A (5 Marks)
Answer ALL questions
ALL questions carry EQUAL marks

(5 x 1 = 5)

1 Which one is not a function in Ms-Excel?
(i) MAX
(ii) MIN
(iii) SUM
(iv) AVG

2 What is the first step for creating a Pivot Table?
(i) Clicking on the Insert Tab and inserting a Pivot Table.
(ii) Create or select data that needs to be analyzed.
(iii) Deciding on which fields (column and row labels) to use to analyze the data
(iv) None of the above options are correct.

3 Which feature filter out rows from a data table.
(i) AutoFilter
(ii) SystemFilter
(iii) ManualFilter
(iv) DataFilter

4 How to restrict to run a macro automatically when starting Ms-Excel?
(i) Hold down the SHIFT key during setup
(ii) Hold down the CTRLkey during setup
(iii) Hold down the ESC key during setup
(iv) Hold down the ALT key during setup

5 Which chart is displayed with the scribble line?
(i) stock chart
(ii) Radar chart
(iii) 3D chart
(iv) Scatter chart

SECTION - B (15 Marks)
Answer ALL Questions
ALL Questions Carry EQUAL Marks

(5 x 3 = 15)

6 a Classify the Ms-Excel formulas.
OR
 b Outline the text functions with example.

7 a How to manipulate pivot table?
OR
 b Classify the graphs.

8 a Analyze the process involved in multiple windows.
OR
 b Bring out the concept of filter.

9 a How to assign macros to objects?
OR
 b How to create macros in single workbook?

10 a How to create pie-chart explain it?
OR
 b Narrate the frequency distribution in data visualization.

SECTION -C (30 Marks)
Answer **ALL** questions
ALL questions carry **EQUAL** Marks   (5 x 6 = 30)

11 a   Elucidate about Logical functions with example

OR

b   Examine about basic functions.

12 a   Describe the steps involved in inserting Graphs, Charts and Slicers.

OR

b   Analyze IF statements.

13 a   Discuss about multiple windows and freezing panes

OR

b   Justify about What if function?

14 a   Infer about VBA and their understanding codes.

OR

b   Summarize about creating and running macros in VBA Editor.

15 a   Highlight the steps involved in creating Histograms.

OR

b   Interpret about cross tabulation and graphical displays.

Z-Z-Z   END