

MASTER OF VOCATION

2101236

Management HRM

Subject: Excel in HR

Subject Code: MSR902

Semester: Third

January 2021

Theory (External): 70 Marks

Time: 03 Hours

Instructions to the Students

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 2 marks.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 10 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number

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SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)

(10x2=20 Marks)

- A. What is a cell? How the cells can be selected?
- B. Explain few useful functions in Excel.
- C. How can you sum up the Rows and Column number quickly in the Excel sheet?
- D. How the cell can be inserted and deleted from a worksheet?
- E. What is the use of LOOKUP function in Excel?
- F. What is the benefit of using formula in Excel sheet?
- G. Difference between COUNTIF and COUNTBLANK in Ms-Excel.
- H. How we can insert today's date and time in MS Excel?
- I. Write the syntax of SUM function in Excel.
- J. Is it possible to prevent someone from copying the cell from your worksheet?

SECTION –B (ESSAY TYPE QUESTIONS)

(5x10=50 Marks)

1. How would you prepare a salary slip using MS EXCEL for following payment structure:

Basic Pay: 8000/-

Merge: 50% of Basic (4000/-)

DA: 47% of Basic + Merge (5640/-)

HRA: 30% of Basic + Merge (3600/-)

TA: 800/- Special Allowance: 2000/-

Professional Tax deduction: 250/-

2. How will you perform following calculation in MS- Excel?

Places	Target	Production	Achievement	Grade
Dolakha	4800	6000	125%	
Sindhupalchwok	5000	4500	90%	
Kavrepalanchwok	5000	5000	100%	
Average	4933.33	5166.67	104.73%	

- (a) Calculate grade.

-A+ for more than 100% achievement;

A for 100% achievement, and

B for below 100% achievement.

- (b) Create a bar chart to show the target and production of three places under observation.

3. What is MS Excel? Chart its main features and outline the relevance of these main features.
4. What are charts? What are its uses? Explain types of charts.

5. What is a spreadsheet? How is it helpful in business? Illustrate.
6. Write short note on the following:
 - a) Sorting and Filtering
 - b) Macros
7. Create a workbook for Electricity Bill using following fields and conditions the fields are CR (Current Reading), PR (Previous Reading) NR (Net Rate) and NBILL (Net Bill) and the conditions are: If NET Reading is ≤ 100 then rate per unit is Rs. 1.00, if net reading is ≤ 200 then rate per unit is Rs. 2.00 and if above then Rs. 3.00
8. Discuss the following briefly:
 - a) Built-in-function in spreadsheet
 - b) Pivot Tables and its uses

==END OF PAPER==