

B.Voc. BPM and Analytics
Subject: Spread Sheets Modelling
Subject Code: GBSE105
Semester: 2nd
Batch: 2018-21
Theory (External): 35
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 1 mark.
3. **Section B** comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 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 (OBJECTIVE TYPE QUESTIONS)

(10x1=10 Marks)

- Q1 The intersection of rows and columns are called _____.
- Q2 In MS Excel Ctrl + K is the Shortcut key for _____.
- Q3 All Formulas in MS Excel starts with _____.
- Q4 What are the features of MS Excel?
- Q5 What is Reference Address?
- Q6 How to put Date and Time in Excel?
- Q7 How to Add a comment in Excel?
- Q8 The following table was used by a school to keep track of the examinations taken by each pupil.

Each exam passed was graded as 1, 2 or 3.

A failure was entered as Fail.

	Maths	English	Art	History
Alan	Fail		1	
Bob	2	1	3	
Carol		1	1	1
David	Fail		Fail	
Elaine	1	3	2	Fail

Exams Taken By Each Pupil
2
3
3
2
4

How many pupils appear in each Exam.			
Maths	English	Art	History
4	3	5	2

- a. The school needed to know how many pupils appear in each exam.
- b. The school also needed to know how many exams were taken by each pupil.

Which Excel function is used to find a. and b. and Why?

Q9 What is Merge and Center?

Q10 How to Delete or Insert a Row?

SECTION –B (ESSAY TYPE QUESTIONS)

(5x5=25 Marks)

- Q1 Explain different components of MS Excel in brief: 5
- a) The office Logo Button
 - b) The Ribbon
 - c) Tabs
 - d) Status Bar
 - e) Formula Bar
 - f) Alignment
 - g) Tables
 - h) The Macros
 - i) Clipboard
 - j) Function addressing
- Q2 What is the difference between COUNT, COUNTA, COUNTIF, COUNTBLANK and DCOUNT? 5
- Q3 a) What is the difference between Function and Formula in Excel? 2.5
- b) Explain three Text Functions. 2.5
- Q4 a) How will you fix / Lock the cell Range Reference? 2.5
- b) What are the Structured References in Excel? 2.5

- Q5 How Data Analysis Tool can Solve the problems related to Marketing? 5
- Q6 How Data Analysis Tool can Solve the problems related to Finance? 5
- Q7 What are Macros? Write down steps to create Macros? 5
- Q8 a) What are the ways to create Dynamic Range? 2.5
- b) How will you find duplicate values in a Column? 2.5

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