

2107075

MASTER OF VOCATION
Management-HRM
Subject: Excel in HR
Subject Code: MSR-902
Semester: Third
July 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									

SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)
(10x2=20 Marks)

A	Differentiate between cell and cell address.	2
B	How macros are useful in MS-Excel?	2
C	What is "DATEVALUE" function in MS-Excel? Give its uses.	2
D	Briefly explain the data sorting options available in MS-Excel.	2
E	How to delete a data table in MS-Excel?	2
F	Write benefits of slicers in pivot table.	2
G	Define cell attribute in reference to MS-Excel.	2
H	What do you mean by embedded chart?	2
I	What is legend of a chart? How they are important?	2
J	Briefly explain the requirement of MS-Excel in implementation of quality circle.	2

SECTION –B (ESSAY TYPE QUESTIONS)
(5x10=50 Marks)

1	(i) Define Relative referencing, mixed referencing and absolute referencing.	6
	(ii) What is Ribbon in? How it is useful in MS-Excel?	4
2	(i) What is "VLOOKUP" in MS-Excel? Write steps to define lookup.	5
	(ii) What is data filtering in MS-Excel? Explain with suitable example.	5
3	What is Google Doc? How to create it? Explain employee feedback analysis using Google Doc.	10
4	What is use of MS-Excel in HRMS? Prepare a template to manage the salary, PF, ESI and LWF for small size organisation.	10
5	What is employee dashboard? Explain five important functions in Excel to create and manage the employee dashboard.	10
6	Explain following statistical functions in MS-Excel: (i) COUNTIF (ii) COUNTBLANK	10
7	Explain various chart options available in MS-Excel. How these charts are helpful in visualise and analysis the HR data.	10
8	What is multi operation table? Explain steps to create two point table in MS-Excel.	10

==END OF PAPER==