

2209M002

**BACHELOR OF VOCATION**  
**BPM and Analytics**  
**Subject: Spreadsheet Modelling**  
**Subject Code: GBSE-105**  
**Semester: Second**  
**September 2022**  
**Theory (External): 35 Marks**  
**Time: 03 Hours**

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**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 marks.
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 (SHORT/OBJECTIVE TYPE QUESTIONS)**  
**(10x1=10 Marks)**

- A. In a spreadsheet, letters are used to represent \_\_\_\_\_
- (a) Cells
  - (b) Rows
  - (c) Columns
  - (d) Blocks
- B. The placement of information within a cell at the left edge, right edge, or centered is:
- (a) Indentation
  - (b) Placement
  - (c) Identification
  - (d) Alignment
- C. Which function in Excel tells how many numeric entries are there?
- (a) NUM
  - (b) COUNT
  - (c) SUM
  - (d) CHKNUM
- D. Function used to join two or more text strings into one string: -
- (a) JOIN ()
  - (b) CONCATENATE ()
  - (c) TRIM ()
  - (d) COMBINE ()
- E. A features that displays only the data in column (s) according to specified criteria
- (a) Formula
  - (b) Sorting

- (c) Filtering  
(d) Pivot Table
- F. Functions in MS Excel must begin with \_\_\_\_  
(a) Comma  
(b) Equal Sign  
(c) Plus Sign  
(d) Dollar Sign
- G. Which feature in MS-Excel is used to make all the content visible within a cell by displaying it on multiple lines?  
(a) Wrap Text  
(b) Filtering  
(c) Alignment  
(d) Merge & Center
- H. PV, FV, PMT are \_\_\_\_\_  
(a) Financial Functions  
(b) Pivot Table Functions  
(c) Statistical Functions  
(d) Trigonometric Functions
- I. Which of the following is not a function in MS-Excel  
(a) AVG  
(b) HLOOKUP  
(c) HYPERLINK  
(d) SUMIF
- J. \_\_\_\_\_ display the contribution of each value to a total  
(a) Column Chart  
(b) Line Chart  
(c) Pie Chart  
(d) Bar Chart

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**SECTION –B (ESSAY TYPE QUESTIONS)**  
(5x5=25 Marks)

1. Refer to the data mentioned in the Excel worksheet below and answer the questions: -

	A	B
	Company Name	No. of Employees
1	Company 1	180
2	Company 2	194
3	Company 3	100
4	Company 4	200
5	Company 5	55
6	Company 6	129
7	Company 7	67

- (a) Write the formula to calculate the total number of employees in respect of the companies where no. of employees is more than 100 using SUMIF function in MS-Excel
- (b) Write the MS-Excel formula to calculate the count of companies where no. of employees is less than 100.
2. What are the advantages of previewing a worksheet before printing? What is the procedure for printing a worksheet?
3. What are the various types of charts in MS-Excel? Explain the steps for creating a chart in MS-Excel with a suitable example.
4. Illustrate the syntax and use of AVERAGE, MAX, MIN and COUNT functions for a data of numbers in cells ranging from A1 to E10 in a MS-Excel worksheet.
5. Give results of the following functions in MS-Excel: -
- (a) =ROUND(2.456, 2)
- (b) =ABS(-8.987)
- (c) =SQRT(625)
- (d) =MODE(5,6,7,6,9,10)

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- (c) =INT(222.78)
6. Give the syntax and use of the text functions LEFT, RIGHT, MID, TRIM, CONCATENATE in MS-Excel
7. Elaborate with suitable example how MS-Excel can be used to analyze the reports for solving the problems related to marketing in a bicycle manufacturing company
8. The profit earned by a leading private sector bank over 10 financial years entered in MS-Excel is as under:

	A	B
1	Financial Year	Profit (in Rs. Cr.)
2	2020-21	26,987.70
3	2019-20	24,493.94
4	2018-19	19,712.76
5	2017-18	15,379.71
6	2016-17	11,483.44
7	2015-16	11667.82
8	2014-15	9726.45
9	2013-14	11345.23
10	2012-13	9810.48
11	2011-12	8325.47
12		

Answer the following on the basis of data mentioned above: -

- (a) Write the MS-Excel formula to calculate the total profit earned by the bank in cell B12
- (b) The bank decides to distribute bonus @10% of the average profit earned in the financial year 2020-21, 2018-19, 2016-17, 2014-15 & 2012-13 to its employees. Write the formula for calculation of total bonus amount.
- (c) Write the steps to sort the profit mentioned in column B from lowest to highest in MS-Excel

**\*\*END OF PAPER\*\***