

2107023

**BACHELOR OF VOCATION**  
**BPM and Analytics**  
**Subject: Spread Sheets Modelling**  
**Subject Code: GBSE105**  
**Semester: Second**  
**July 2021**  
**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 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									

**SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
**(10x1=10 Marks)**

- A. Define conditional formatting in Excel?
- B. Explain the Pivot tables and their implementation.
- C. Define the application of count function,
- D. Define application of count blank function?
- E. Define the application of counta function
- F. What is absolute cell reference in excel?
- G. What are the benefits of using the Excel spread sheet formula?
- H. How is it possible to wrap Text with in a cell?
- I. What are the MS Excel Charts?
- J. What is an Excel drop down list?

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

- 1. Why is the freeze pane important in Microsoft Excel?
- 2. Explain the role of charts in Excel with suitable example.
- 3. Differentiate between Functions &Formulae in Excel with suitable example.
- 4. What are Macros. Discuss the steps to create Macros with suitable example.
- 5. Discuss the procedure to create Dynamic Range with related example.
- 6. How can you add cells, rows or columns in Excel?
- 7. What is the use of the VLOOKUP function?
- 8. Explain two level nested functions with suitable example

==END OF PAPER==