



6. Explain the following terms with example:
  - (a) Statistical functions
  - (b) Mathematical functions
7. How to create a database in Excel explain with steps?
8. Define range. How to create a dynamic range in Excel?

==END OF PAPER==

2107031

**DIPLOMA OF VOCATION**  
**Industrial Electronics**  
**Subject: Spreadsheet Modelling**  
**Subject Code: EDSM-306**  
**Semester: Sixth**  
**July 2021**  
**Theory (External): 35 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 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. What is the syntax of Vlook up?
- B. How to stop recording a macro?
- C. Can you repeat 'row headings' in the Pivot Table.  
a) Yes  
b) No
- D. What is the keyboard shortcut for creating a chart from the selected cells?  
a) F11  
b) F5  
c) F7  
d) F3
- E. To copying the data command used is:  
a) Ctrl+Z  
b) Ctrl+X  
c) Ctrl+C  
d) Ctrl+V
- F. When a range is selected, how can you activate the previous cell?  
a) Press the Alt key  
b) Press Tab  
c) Press Enter  
d) None of above
- G. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

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- a) Woork sheet  
b) Chart sheet  
c) Macro sheet  
d) Data sheet

- H. How can you wrap text within a cell?
- I. Explain Spreadsheet.
- J. What is the "What if" condition in Excel formulas?

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

1. What are the main features of Microsoft Excel? Explain Find and Replace command in brief.
2. Define filter in Excel and Explain:  
(a) Auto filter  
(b) Advanced filter
3. How do you create a chart in Excel?
4. Why we need to use macros and how to delete macros from the workbook?
5. What is Pivot Table. Discuss the advantages and Disadvantages of Pivot Table?

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7. Discuss different formats for writing E-mail.

8. Write a note on preparing agenda.

==END OF PAPER==

F. Which is the appropriate antonyms of "accomplish"?

- a) Achieve
- b) Carry out
- c) Pull off
- d) None of the above

G. Which is the appropriate synonyms of "fragile"?

- a) Sturdy
- b) Strong
- c) Unbreakable
- d) Flimsy

H. "Communication is the art of being understood" is said by:

- a) Peter Ustinov
- b) K. Gopalan
- c) Wick Simmons
- d) Karl Jung

I. Full form of ISEC is:

- a) International Science Executive Council
- b) Inner side of effective Communicators
- c) Indian Senate of English Communication
- d) None of the above

J. Who can decode the message:

- a) Receiver
- b) Windows 10
- c) Google Chrome
- d) None of the above

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

1. What are the major types of communications? Write a detailed note.
2. Write a note on the intent and content of communication.
3. Write a note on “articles” and their use in English Language Grammar.
4. Why listening skills are required for communication?
5. Read the following passage and answer the questions given below the passage:

It has been part of Nelson's prayer that the British fleet might be distinguished by humanity in the victory which he expected. Setting an example himself, he twice gave orders to cease firing upon the Redoubtable, supposing that she had struck because her great guns were silent; for as she carried no flag, there was no means of instantly ascertaining the fact. From this ship, which he had thus twice spared, he received his death. A ball fired from her mizzen-top which, in the then situation of the two vessels was not more than fifteen yards from that part of the deck where he was standing, struck the epaulette on his left shoulder about a quarter after one, just in the heat of action. He fell upon his face on the spot which was covered with his poor secretary's blood. Hardy who was a few steps from him turning round, saw three men raising him up. "They have done for me at last Hardy!" said he. "I hope not!" cried Hardy. "Yes," he replied; "my backbone is shot through!" Yet even now not for a moment losing his presence of mind, he observed as they were carrying him down the ladder, that the tiller-ropes which had been shot away, were not yet replaced and ordered that new ones should be roped immediately. Then that he might not be seen by the crew, he took out his handkerchief and covered his face and his stars. Had he but concealed these badges of honour from the enemy, England perhaps would not have had cause to receive with sorrow the news of the battle of



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Trafalgar. The cockpit was crowded with wounded and dying men; over whose bodies he was with some difficulty conveyed, and laid upon a pallet in the midshipmen's berth. It was soon perceived, upon examination, that the wound was mortal. This, however, was concealed from all, except Captain Hardy, the chaplain, and the medical attendants. He himself being certain, from the sensation in his back, and the gush of blood he felt momentarily within his breast, that no human care could avail him, insisted that the surgeon should leave him and attend to those to whom he might be useful.

Answer the following questions based on the passage given above:

- i. What happened to Nelson?
  - ii. What was Hardy's location when the attack happened?
  - iii. What is the location of the entire scene?
  - iv. What is the situation in cockpit?
  - v. What qualities of Nelson's character are revealed in the passage?
6. Make a precis of the following passage and suggest a suitable title:

One great defect of our civilization is that it does not know what to do with its knowledge. Science, as we have seen, has given us powers fit for the gods, yet we use them like small children. For example: - we do not know how to manage our machines. Machines were made to be man's servants; yet he has grown so dependent on them that they are in a fair way to become his masters. Already most men spend most of their lives looking after and waiting upon machines. And the machines are very stern masters. They must be fed with coal, and given petrol to drink, and oil to wash with, and must be kept at the right temperature. And if they do not get their meals when they expect them, they grow sulky and refuse to work, or burst with rage, and blow up, and spread ruin and destruction all round them, so we have to wait upon them very attentively and do all that we can to keep them in a good temper. Already we find it difficult either to work or play without the machines, and a time may come when they will rule us altogether, just as we rule the animals.



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