

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|



**DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS & SCIENCE FOR WOMEN
(AUTONOMOUS)**

(For Candidates admitted from 2020-2021 onwards)

PG DEGREE EXAMINATIONS -APRIL 2021

MBA-BUSINESS ADMINISTRATION

ADVANCED SPREAD SHEET APPLICATION FOR MANAGER

Time:3 Hrs

Max.Marks: 75

PART - A

CHOOSE THE CORRECT ANSWER

(10X1=10)

1. A spreadsheet is a collection of pages is called a _____.
 - a. Workbook
 - b. Art book
 - c. Worksheet
 - d. Documents
2. The ____ feature of MS Excel quickly completes a series of data
 - a. Auto Complete
 - b. Auto Fill
 - c. Fill Handle
 - d. Sorting
3. The process of arranging the items of a column in some sequence or order is known as _____.
 - a. Arranging
 - b. Autofill
 - c. Sorting
 - d. Filtering
4. Concatenation of text can be done using
 - a. Apostrophe (&lsquo)
 - b. Exclamation (!)
 - c. Hash (#)
 - d. Ampersand (&)
5. In MS-Excel what does SUMIF function do?
 - a. Adds up cell values based on a condition
 - b. Adds all the numbers in a range of cells
 - c. Returns a subtotal in a list or database
 - d. Both (a) & (b)
6. Which of the following is not a valid data type in excel?
 - a. Number
 - b. Character
 - c. Label
 - d. Date/time
7. In MS-Excel Chart wizard term data categories refers to _____.
 - a. chart plot area
 - b. A horizontal axis
 - c. The organization of individual values with a chart's data
 - d. All of these
8. Which is used to perform what if analysis?
 - a. Solver
 - b. Goal seek
 - c. Scenario Manager
 - d. All of above
9. _____ allows you to analyze your spreadsheet data in powerful ways.
 - a. Data Mining Templates for Visio
 - b. Data Analysis Tools
 - c. Data Mining Client for Excel
 - d. All of the mentioned
10. The correlation coefficient is used to determine _____.
 - a. A specific value of the y-variable given a specific value of the x-variable
 - b. A specific value of the x-variable given a specific value of the y-variable
 - c. The strength of the relationship between the x and y variables
 - d. None of these

PART - B

ANSWER ALL THE QUESTIONS

(5 x 7 = 35)

11. a. How to arrange and select the group of data using the concepts of Sorting and Filtering?

(Or)

b. How to Enter the data and Change the data format in Spreadsheet? Explain.

12. a. Illustrate date and time functions in a worksheet.

(Or)

b. Explain the Text manipulation functions in Worksheet.

13. a. Illustrate how to prepare Investment Report in Excel.

(Or)

b. Illustrate how to prepare Depreciation (any two) in Spreadsheet.

14. a. Discuss on Custom Number formats in Excel.

(Or)

b. Elucidate how to create different type of Spark Line Graphics in Worksheet.

15. a. Discuss on how to apply Correlation and Covariance in Excel.

(Or)

b. Explain the functions of Rank & Percentile and Random Number in Excel.

PART - C

ANSWER ANY THREE QUESTIONS

(3X10 = 30)

16. Discuss on Visualizing data using conditional formatting.

17. Explain how to segregate the data from the Worksheet using Lookup and Reference formula.

18. Describe the steps to insert a Chart & how to apply Pie and Bar graph for the student's data.

19. Discuss on the concept of Data validation.

20. Describe how to use the analysis tool Pak to perform complex data analysis and apply any three tools.