PRESIDENCY UNIVERSITY
BENGALURU

SET-B

SCHOOL OF MANAGEMENT
END TERM EXAMINATION – MAY/JUNE 2024

Semester : Semester II - 2023   **Date :** June 07, 2024
Course Code : BBB2005   **Time :** 9:30 AM - 12:30 PM
Course Name : MS Excel for Managers   **Max Marks :** 100
Program : BBA   **Weightage :** 50%

Instructions:
(i) Read all questions carefully and answer accordingly.
(ii) Question paper consists of 3 parts.
(iii) Scientific and non-programmable calculator are permitted.
(iv) Do not write any information on the question paper other than Roll Number.

PART - A

ANSWER ANY 5 QUESTIONS   **5 X 2 = 10**

1. Write shortcut keys for the following actions:
   (i) Paste content from the clipboard.
   (ii) Toggle bold on the selected text

                                                              (CO1) [Knowledge]

2. Write the syntax for HLOOKUP

                                                              (CO2) [Knowledge]

3. Write any four array formulas

                                                              (CO3) [Knowledge]

4. Combine the text "AKBAR" and "ANTONY" into one cell.

                                                              (CO1) [Knowledge]

5. What is a CONCATENATE Function?

                                                              (CO2) [Knowledge]

6. Explain the Array with Lookup functions

                                                              (CO3) [Knowledge]

7. Name the components in Pivot table

                                                              (CO3) [Knowledge]

ANSWER ANY 5 QUESTIONS   **5 X 10 = 50**

8. 1. The below table pertaining to mid and end term marks of the students.

	A	B	C	D
1	Student Name	Marks in Mid Term	Marks in Mid Term	
2	Kiran	47	56	
3	kiran	38	68	
4	Sofiya	55	45	
5	Kiran	16	17	
6	Teju	49	33	
7	kiran	36	48	
8	sofiya	20	40	
9	Kiran	78	19	

1. Find out the total number of mid-term marks more than 20 (Countif)
2. Find out the total mid-term marks of Kiran (Sumif)
3. Find out the total End- term marks of Sofiya (Sumif)
4. Find out the total number of end-term marks more than 30 (Countif)

(CO1) [Comprehension]

9. Excel is a spreadsheet program developed by Microsoft, used for organizing, analyzing, and presenting data in a structured format. Explain the features of MS Excel

(CO1) [Comprehension]

10.

	A	B	C
S.No	ID NO	NAME	SALE
1	CG201	Ramesh	620
2	CG202	Mohan	322
3	CG203	Kiran	343
4	CG204	Pooja	982
5	CG205	Geeta	444
6	CG206	Gulab	752

Using the LOOKUP function, answer the following questions:

(a) What was the sale amount for Ramesh (ID: CG201)?

(b) Which ID corresponds to the name "Kiran"?

(c) What was the sale amount for Geeta?
(d) Who made a sale of 444?

(CO2) [Comprehension]

11. Explain the concept of NESTED VLOOKUP Function and its features.

(CO2) [Comprehension]

12. Average wages of some firms are given below. Prepare the Bar chart.

FIRM	AVERAGE WAGES
A	345
B	598
C	540
D	305
E	190
F	150

(CO3) [Comprehension]

13. The following table shows the area in millions od square km. of ocean of the world. Draw a Pie Chart .

Ocean	area in (Millions sq.km)
Pacific	70.8
Atlantic	41.2
India	28.5
Antarctic	7.6
Arctic	4.8

(CO3) [Comprehension]

14. Elucidate the various array functions in MS Excel

(CO3) [Comprehension]

PART - C

ANSWER ANY 2 QUESTIONS   **2 X 20 = 40**

15. Create a data sheet with product information, such as categories, prices, and sales figures. Use Excel's SUMIFS function to determine total sales for products in a certain category (e.g., Electronics) with prices above ₹5000. Adjust the data sheet and criteria to reflect your specific data

(CO1) [Application]

16. 1. (a) Explain the features of REVERSE LOOKUP FUNCTION

(b) Difference between HLookup and VLookup

(CO2) [Application]

17.

STATE	SALES
TS	23000
KA	30000
MH	12000
KL	6000
UP	28000
MP	35000
JK	4000
RJ	8000
TS	13000
KA	40000
UP	34000
MP	2000
JK	1000
RJ	20000
TS	30000

Using the min with if function, answer the following questions

1. What is the minimum sales amount in the state of Karnataka?
2. What is the minimum sales amount in the states with sales greater than 25,000?
3. What are the minimum sales of TS?
4. What is the minimum sales value of UP?
5. What are the minimum sales of RJ
6. What are the minimum sales of KL
7. What are the minimum sales of MP?

(CO3) [Application]