

Roll No



**PRESIDENCY UNIVERSITY
BENGALURU**

SET B

**SCHOOL OF MANAGEMENT
END TERM EXAMINATION – MAY / JUNE 2024**

Semester : Semester II - 2023

Course Code : BBA1015

Course Name : Basics of Excel

Program : BBA

Date : June 07, 2024

Time : 09.30am to 12.30pm

Max Marks : 100

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 = 10M

1. Write any three applications of AVERAGEIF function. (CO2) [Knowledge]
2. Mention the purpose of NOT function in Excel. (CO2) [Knowledge]
3. Write the syntax of the NOT function when it is used with IF function in Excel. (CO2) [Knowledge]
4. Describe the meaning of pie chart. (CO3) [Knowledge]
5. Write any two tips for effective chart. (CO3) [Knowledge]
6. Explain the Smart Lookup feature of Excel. (CO3) [Knowledge]
7. Explain how to Activate Quick Analysis Tools. (CO3) [Knowledge]

PART - B

ANSWER ANY 5 QUESTIONS

5 X 10 = 50M

8. Write short notes on the following formulas: (Explain with examples)
- (a) SUMIF
 - (b) SUMIFS
 - (c) COUNTIF
 - (d) COUNTIFS
- (CO2) [Comprehension]
9. Explain the purpose and syntax of "AND" function and how will you use it with IF function. Explain with dummy example.
- (CO2) [Comprehension]
10. Describe the meaning and purpose of CONCATENATE and EXACT function in Excel with appropriate examples.
- (CO2) [Comprehension]
11. Describe the steps of using Smart Lookup in Excel.
- (CO3) [Comprehension]
12. Write the features of effective sorting and filtering.
- (CO3) [Comprehension]
13. Write the steps for printing a workbook.
- (CO3) [Comprehension]
14. Describe the steps for designing the structure of template in excel.
- (CO3) [Comprehension]

PART - C

ANSWER ANY 2 QUESTIONS

2 X 20 = 40M

15. From the given marksheet calculate Total Marks, Percentage and Grades of the students by using appropriate mathematical formulas like SUM and NESTED IF:
Marks are given out of 100. Maximum Marks of 5 Subjects 500. Write formula for grade in each cell. Criteria for Grades:
If percentage is $\geq 90\%$ then "A+"
If percentage is $\geq 75\%$ then "A"
If percentage is $\geq 60\%$ then "B"
If percentage is $\geq 40\%$ then "C"
Otherwise "Fail".

A	B	C	D	E	F	G	H	I
1	STUDENT NAME	ACCOUNTANCY	ECONOMICS	BUSINESS STUDIES	ENGLISH	HINDI	TOTAL PERCENTAGE	GRADE
2	Ravi	98	80	70	85	79		
3	John	95	98	95	99	95		
4	Teena	60	65	50	65	55		
5	Taneja	75	45	40	35	36		

*Draw the table again with your answer in the solution.

(CO2) [Application]

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Emp Name	Region	State	Sales
AJJU	West	RAJASTHAN	250000
AJJU	North	HIMACHAL	230000
ANAND	East	MANIPUR	150000
ARBAJ	North	HIMACHAL	290000
ARJUN	East	MANIPUR	160000
ARJUN	West	RAJASTHAN	360000
BIRJU	North	HIMACHAL	200000
GYAN	West	RAJASTHAN	350000
NARESH	West	RAJASTHAN	300000
RAJESH	West	RAJASTHAN	180000
RAMESH	North	HIMACHAL	400000
SONI	West	RAJASTHAN	270000
SURESH	North	HIMACHAL	170000

Sort the data given in the above table according to employees name in ascending order. Write all the steps in sequence. Redraft the table

(CO3) [Application]

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Emp Name	Region	State	Sales
AJJU	West	RAJASTHAN	250000
AJJU	North	HIMACHAL	230000
ANAND	East	MANIPUR	150000
ARBAJ	North	HIMACHAL	290000
ARJUN	East	MANIPUR	160000
ARJUN	West	RAJASTHAN	360000
BIRJU	North	HIMACHAL	200000
GYAN	West	RAJASTHAN	350000
NARESH	West	RAJASTHAN	300000
RAJESH	West	RAJASTHAN	180000
RAMESH	North	HIMACHAL	400000
SONI	West	RAJASTHAN	270000
SURESH	North	HIMACHAL	170000

Filter the data on the basis of "State". Redraft the table after filtering having data of only RAJASTHAN. Write all the steps in detail.

(CO3) [Application]