



Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

**POST GRADUATE DIPLOMA IN MANAGEMENT (2017-19)
END TERM EXAMINATION (TERM - IV)**

Subject Name: VACC - Advanced Microsoft Excel

Time: 01.30 hrs

Sub. Code: VACC- II

Max Marks: 50

Note:

1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.
2. All questions are compulsory in Section A, B & C. Section A carries 2 Case Studies of 10 marks each, Section B carries 2 questions of 10 marks each and Section C carries 5 questions 2 marks each.

SECTION - A

10×02 = 20 Marks

Q. 1: Case Study:

M/s ABC Exports (P) Ltd. is exporters of 36 different varieties of India Tea. Post implementation of GST, they have been shifted to a GST Compliant billing system wherein each variety of Tea is uniquely identified with an 8 digit code. In order to analyze their profits for past 5 years, the Sales details of the products for the previous 5 financial years need to be matched to the present 8 digit product code. But the previous year Sales figures are indexed date-wise with order number and not product-wise. As shown below.

Sr. No.	Order No	Date	Type of Tea	Per Kg Price	Quantity	Misc. Details Continued
1	AB12003	Sep 12, 2016	LM001	482	500 Kgs	
2	AB12004	Sep 18, 2016	LM152	377	1500 Kgs	
3	AB12005	Sep 21, 2016	LM032	852	700 Kgs	

Explain, using MS Excel, how will you match the details of type of tea in the existing worksheet with the corresponding 8 digit product code. Which cell in the above mentioned table will qualify as lookup value?

Q.2: Case Study:

Mr. Tom at ABC Engineering College is responsible for creating the End Term mark-sheets of 124 students each in 4 Batches of Mechanical Engineering Department. He needs to add the subject total, allot a Grade (A,B, C, D) and mention the cumulative percentage against the Roll Number and name of each student, repeating this steps $124 * 4 = 496$ times. In order to reduce the repetitive mechanical work performed by Mr. Tom, how best can you utilize MS Excel?

SECTION – B

10×02 = 20 Marks

Q. 3: e-Time India is about to launch their online products & services website. To determine how many units of each of their premium Annual Maintenance (AMC) package should be sold to reach a certain profit in a month, which MS Excel tools would likely be the best choice for the company?

Q. 4: Suggest at least 10 formatting checks before printing an MS Excel Worksheet.

SECTION – C

02×05 = 10 Marks

- Q.5 (A): What are the ways to remove duplicate records in MS Excel Worksheets?
- Q. 5 (B): Illustrate one example each where Filters & Sorting is used in MS Excel.
- Q. 5 (C): How can we use pre-existing data in our computer in a new MS Excel worksheet?
- Q. 5 (D): Is it possible to prevent someone from copying the cell from your worksheet? Explain.
- Q. 5 (E): Explain the use of Freeze Panes in MS-Excel.