GL BAJAJ
Institute of Management & Research
Approved by A.I.C.T.E., Ministry of HRD, Govt. of India

Roll No…………

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

POST GRADUATE DIPLOMA IN MANAGEMENT (2018-20)
END TERM EXAMINATION (TERM -III)

Subject Name: **Value Added Course on MS Excel**	Time: **01.30 hrs**
Sub. Code: **VAC-I**	Max Marks: **30**

RolI No. GM18_____   Name:_____   Section: _____

<u>**Section- A**</u>   **(10×1=10 Marks)**

Tick the square for right answer of each question

Q-1. In MS-Excel without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?
  A. Press Ctrl +Home ☐   B. Press Home ☐   C. Press Shift + Home ☐   D. It's not possible ☐

Q-2. Which among following is associated with excel?
  A) Graphic program ☐   B) Spreadsheet ☐   C) Microsoft office ☐   D) None of these ☐

Q-3. Which keys are used to Open tab in Ms Excel?
A) Ctrl+u ☐   B) Ctrl+p ☐   C) Ctrl+o ☐   D) Ctrl+g ☐

Q-4. To underline the text in Ms Excel:
A) Ctrl+u ☐   B) Ctrl+p ☐   C) Ctrl+o ☐   D) Ctrl+s ☐

Q-5. In MS-Excel you can quickly change the appearance of your work by choosing Auto Format from the.......... Menu
A) Edit ☐   B) View ☐   C) Format ☐   D) All of these ☐

Q-6 What does the IF function do?
A) The IF function returns one value if the set criteria are met, but returns a different value if the set criteria are not met. ☐
B) The IF function returns a value contained in a selected cell. ☐
C) The IF function returns the same value whether or not the criteria have been met. ☐
D) The IF function displays a list of functions starting with the letters I and F. ☐

Q-7 Which of the following statements about the HLOOKUP function is true?
A) The "H" in HLOOKUP probably stands for the word "half." ☐
B) The HLOOKUP function requires a table of return values that is arranged horizontally. ☐
C) The HLOOKUP function is used to count values in a worksheet if they meet certain criteria. ☐
D) The HLOOKUP function does not need any criteria to work properly. ☐

Q-8 Which sign, character, or set of characters is used in a formula to combine or concatenate information contained in two different cells?
A) = ☐   B) &"," ☐   C) & ☐   D) CONC ☐

Q-9 which of the following statement about the VLOOKUP function is NOT true?
A) The "V" in VLOOKUP probably stands for the word "vertical." ☐
B) The VLOOKUP function requires several criteria to work properly. ☐
C) The VLOOKUP function can be used to return letter grades based on a student's current point totals. ☐
D) The VLOOKUP function requires a table of return values that is arranged horizontally. ☐

Q-10 Where is the Text to Columns command located?
A) On the Data tab, in the Data Tools group. ☐
B) On the Home tab, in the Data Tools group. ☐
C) In the Convert Text to Columns Wizard. ☐
D) On the Data tab, in the Get External Data group. ☐

Section B   (8×1=8)

Q-11 A data set of sales volume and cost structure for company ABC is given. You are required to calculate the net profit after tax for every year assuming Tax rate is 30%. Refer Sheet No. 1 (Sales Data)

Section C   (6×2=12)

Q-12 A data set of Students Marks in Class Test, Mid Term and End Term is given. You are required to prepare final marks out of 100 for each student. Kindly refer Sheet no. 2 (Marks data).

- Weight of Class Test is 10%,
- Weight of Mid Term-1 is 20%
- Weight of Mid Term-2 is 20%
- Weight of End Term is 50%

Q-13 A data set of a stationary shop including item purchased, unit purchased and amount of bill is given in Sheet No. 3 (Stationary Shop Data). You are required to calculate the frequency of bill for each stationary item and total amount of bills for each item.