



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-II

Max Marks: 30

Roll No. GM \_\_\_\_\_ Name: \_\_\_\_\_ Section: \_\_\_\_\_

### Section- A

(1×10=10 Marks)

Tick the square for right answer of each question

1. MS EXCEL Based on \_\_\_\_\_ Software

- A) WINDOWS  B) DOS  C) UNIX  D) LINUX

2. A collection of different spreadsheets is called a \_\_\_\_\_

- A) Workbook  B) Art book  C) Worksheet  D) Documents

3. What is the Extension of Excel Workbook in MS Excel 2007?

- A) .xlsx  B) .xls  C) .xlx  D) .xlxx

4. On an excel sheet the active cell is indicated by?

- A) dotted border  B) A dark wide border  (C) A blinking border  (D) By italic text

5. Which of the following keyboard shortcut can be used for creating a chart from the selected cells ?

- A) F11  B) F10  C) F4  D) F2

6. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is?

- A) C1:10H  B) C1:H10  C) C1:H-10  D) C1:H:10

7. What function displays row data in a column or column data in a row?

- A) Transpose  B) Index  C) Rows  D) Hyperlinks

8. Which types of charts can excel produce?

- A) Line graphs and pie charts only  B) Bar charts, line graphs and pie charts   
C) Bar charts and line graphs only  D) Only line graphs

9. VLOOKUP function used to?

- A) Finds related records  B) Looks up text that contain "v"   
C) Check if two cells are identical  D) None of above

10. A function inside another function is known as ?

- A) Round function  B) Sandwich function  C) Switch function  D) Nested function

**Section B**

**(8×1=8)**

**Q-11** 193 Schools of California have applied for approval extension for the year 2019 but government only approved 137 schools out of total 193 schools. You are required to identify and prepare a list of schools that did not get approval extension for the year 2019. Kindly refer to Sheet No 1(High School Data).

**Section C**

**(6×2=12)**

**Q-12** A data set of a stationary shop including item purchased, unit purchased and amount of bill is given in Sheet No. 2 (Stationary Shop Data). You are required to calculate the frequency of bill for each stationary item.

**Q-13** A data set of sales volume for company ABC is given you are required to calculate the sales revenue of company for every year and also calculate the sales revenue growth rate for each year. Refer Sheet No. 3 ( Sales Data)