



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

## POST GRADUATE DIPLOMA IN MANAGEMENT (2018-20) MID TERM EXAMINATIONS (TERM -III)

Subject Name: **Value Added Course on Excel**

Time: **01.00 hrs**

Sub. Cod: **VAC-I**

Max Marks: **20**

**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 1 Case Study of 8 marks. Section B carries 3 questions of 2 marks each and Section C carries 2 questions of 3 marks each.

**SECTION – A**

**04+04 = 08 Marks**

Q. 1: Case Study:

Describe the Steps in Excel Sheet, how the sensitivity analysis for the below can be performed, if Cost per hour is independent variable and profit per month is dependent variable.

| Input Parameters     | Amount (in Rupees) |
|----------------------|--------------------|
| Purchases            | 185                |
| Hours Needed         | 610                |
| Revenue per Purchase | 175                |
| Cost per Hour        | 35                 |
| Total Revenue        | 32375              |
| Total Costs          | 21350              |
| Profit per Month     | 11025              |

| Cost per Hours (in Rupees) | Profit per Month |
|----------------------------|------------------|
| 35                         |                  |
| 37                         |                  |
| 39                         |                  |
| 41                         |                  |
| 43                         |                  |

**SECTION – B**

**02×03 = 06 Marks**

- Q2. How can you sum up the Rows and Column number quickly in the Excel sheet?
- Q3. Explain pivot tables and its uses.
- Q4. Which data cleansing functions allows you to remove all spaces from a string, with the exception of single spaces between words?

**SECTION – C**

**03×02 = 06 Marks**

- Q.5. What are the uses of 'vlookup' function? Write the syntax of 'vlookup' function (formula).
- Q. 6. In your opinion, what are a few of the most useful functions in Excel? How do you use them?