



Roll No.....

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

**POST GRADUATE DIPLOMA IN MANAGEMENT (2021-23)
MID TERM QUIZ EXAMINATION (TERM -III)**

Subject Name: Advanced Excel and Data Visualization

Time: **01.00 hrs**

Sub. Code: PG 23

Max Marks: **20**

Note:

- 1. Writing anything except Roll Number on Quiz paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.**
- 2. There is no negative marking for wrong answer.**
- 3. Tick marks the correct answer.**

Attempt all questions. All questions are compulsory.

40×0.5 = 20 Marks

Q1 To display current date which of the following is required?

- A Date ()
- B Today ()
- C Now ()
- D Time ()

Answer Key :B

Q2 Which of the following is used to wrap the text in a cell?

- A Format cells font
- B Format cells protection
- C Format cells number
- D Format cells alignment

Answer Key :D

Q3 COUNTA () function is used for?

- A Counts cells having alphabets
- B Counts empty cells
- C Counts cells having number
- D Counts non-empty cells

Answer Key :D

Q4 COUNT () function is used for?

- A Counts cells having alphabets
- B Counts empty cells
- C Counts cells having number and Dates
- D Counts non-empty cells

Answer Key : C

Q5 What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed

- A Format Report
- B Pivot Table
- C Refresh Data
- D Show Detail

Answer Key :C

Q6 Which of the following symbols are used for absolute or partial refereencing?

- A \$
- B *
- C %
- D ;

Answer Key :A

Q7 What is circular reference

- A Geometric modeling tool
- B A cell that points to a drawing object
- C A formula that either directly or indirectly depends on itself
- D Always erroneous

Answer Key :C

Q8 You can check the conditions against _____ when applying conditional formatting

- A Cell value
- B Formula
- C Cell Address
- D All of above

Answer Key :D

Q9 Which of the following is not true regarding Conditional Formatting

- A You can add more than one condition to check
- B You can set condition to look for Bold and apply Italics on them
- C You can apply Font or colour formats that meets the specified conditions
- D You can delete any condition from Conditional Formatting dialog box if it is not required

Answer Key :B

Q10 Which of the following is invalid statement?

- A Sheet tabs can be colored
- B A picture can be applied as a background of a sheet
- C You can set the column width automatically fit the amount of text
- D You cannot give a name to cell

Answer Key :C

Q11 You can use the conditional formatting to

- A Colour Format cells containing numbers
- B Create and edit formula containing functions
- C Enter assumptions data
- D Copy a range of cells

Answer Key :A

Q12 When a range is selected, how can you activate the previous cell?

- A Press the Alt key

- B Press Tab
- C Press Enter
- D None of above

Answer Key :D

Q13 Which of the following format you can decide to apply or ?

- A Number format
- B Border format
- C Font format
- D All of above

Answer Key :D

Q14 Where can you set the shading color for a range of cells in Excel?

- A Choose required color form Patterns tab of Format Cells dialog box
- B Choose required color on Fill Color tool in Formatting toolbar
- C Choose required color on Fill Color tool in Drawing toolbar
- D All of above

Answer Key :D

Q15 To format numbers between 0 and 100 in a range in Red Color, apply

- A Use =if() function to format the required numbers red
- B Apply Conditional Formatting command on Format menu
- C Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- D All of above

Answer Key :B

Q16 You want to set such that when you type 'A' and drag down to copy, Excel should produce 'B', 'C and so on. What will you set to effect that?

- A Custom List
- B Auto Fill Options
- C Fill Across Worksheet
- D Fill Series

Answer Key :A

Q17 To show or hide the gridlines in Excel Worksheet, you must do one of the following?

- A Go to Tools > Options > View tab and mark or remove the check box named Gridline
- B Click Gridline tool on Forms toolbar
- C Two of these options are correct
- D None is correct

Answer Key :C

Q18 To find the average of a set of Numbers

- A add all items and divide by numver of items
- B Use Average()
- C Can Use subtotal() to find Average
- D All are correct

Answer Key :D

Q19 A data can have

- A Only one Mode
- B Only two modes
- C Multiple Modes
- D All are incorrect

Answer Key :C

Q20 A data set can have more than one median?

- A TRUE
- B FALSE
- C
- D

Answer Key : B

Q21 Find the mode for 12,10,10,10,13,12,11,13,10.

- A 13
- B 10
- C 12
- D 11

Answer Key :B

Q22 What is the range?

- A average
- B biggest minus smallest
- C the middle
- D Occuring most of time

Answer Key :B

Q23 What is the mean?

- A happening the most
- B the number in the middle
- C biggest-smallest
- D the average

Answer Key :D

Q24 Dr. Aggarwal is a dentist. He needs to report on the mean of the number of cavities that his patients have 1,0,1,5,6,3,4

- A 3.33
- B 3
- C 2.85
- D 3.5

Answer Key : C

Q25 Find the range of the data set 1.43,1.05,34,56,89,1.1

- A 87.9
- B 87.95
- C 87.57
- D 89

Answer Key :B

Q26 Which of the following formula is correct for calculating Mode

- A MODE()
- B MODE.MULT()
- C MODE.SNGL()
- D All are correct

Answer Key : D

Q27 The scores awarded to 25 students for an assignment were as follows: 4 7 5 9 8 6 7 7 8 5 6 9 8 5 8 7 4 7 3 6 8 9 7 6 9 What is the mode?

- A 6
- B 8
- C 7
- D 9

Answer Key :C

Q28 Find the median of these numbers: 4, 2, 7, 4, 3

- A 2
- B 7
- C 5
- D 4

Answer Key :D

Q29 Find the median, mode and range: 3, 5, 7, 9, 11, 8, 3

- A median:7 mode:3 range:8
- B median:6 mode:3 range:7
- C median:7 mode:3 range:4
- D None of the above

Answer Key :A

Q30 Find the mean, median, and mode/s of the data- 2, 8, 10, 12, 56, 9, 5, 2, 4

- A mean: 12 median: 10 mode:2
- B mean: 12 median: 8 mode:2
- C mean:14 median: 10 mode:2
- D None of the above

Answer Key :B

Q31 Which of the following sparklines are not available in MsExcel?

- A Line
- B Column
- C Pie
- D Win/Loss

Answer Key :C

Q32 Which of the following options is not available in sparklines?

- A High Point
- B Low Point
- C Negative Point
- D Middle Point

Answer Key :D

Q33 Which command will you choose to convert a column of data into row?

- A Cut and Paste
- B Paste Special > Transpose
- C Both of above
- D None of above

Answer Key :B

Q34 It is acceptable to let long text flow into adjacent cells on a worksheet when

- A Data will be entered in the adjacent cells
- B No data will be entered in the adjacent cells
- C There is no suitable abbreviation for the text
- D There is not time to format the text

Answer Key :B

Q35 To find the _____ you put all numbers in order from least to greatest and find the number that is in the middle.

- A Mean
- B Median
- C Mode
- D Standard Deviation

Answer Key :B

Q36 What is the standard deviation for the data given:5, 10, 7, 12, 0, 20, 15, 22, 8, 2

- A 6.89
- B 10.1
- C 7.26
- D 9

Answer Key :A

Q37 What is the standard deviation for the data given:{12, 13, 29, 18, 61, 35, 21}

- A 293.67
- B 15.87
- C 17.14
- D 41.98

Answer Key :B

Q38 What is a Pivot Table?

- A A table containing data that is organized horizontally.
- B A table used to calculate financial pivot values.
- C A tool used to summarize data.
- D A table containing only black, grey and white formatting

Answer Key :C

Q39 Under which tab and in which function group will you find the option to insert a Pivot Table?

- A Under the Insert tab in the Tables group.

- B Under the Formulas tab in the Data Analysis group.
- C In the Data group in the Pivot Tables group.
- D In the Data group in the Tables group.

Answer Key :A

Q40 Which of the following is NOT a box in the PivotTable Fields List?

- A FILTERS
- B PIVOT TABLE LIST
- C VALUES
- D COLUMNS

Answer Key :B

Mapping of Questions with Course Learning Outcome

Question Number	COs	Bloom's taxonomy level	Marks Allocated
Q. 1:			
Q. 2:			
Q. 3:			
Q. 4:			
Q. 5:			

Note: Font: Times New Roman, Font size: 12.