

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306  
**POST GRADUATE DIPLOMA IN MANAGEMENT (2021-23)**  
**EXCEL FOR MANAGERS (TERM- II)**

Subject Name: **Excel for Managers**  
Sub. Code: **PG15**

Time: **01.30 Hrs**  
Max Marks: **40**

**INSTRUCTIONS**

1. All questions are to be solved using MS-Excel on an individual Computers/LAPTOPS.
2. All students are advised to use Excel 2019 version.
3. The first page (of excel worksheet)
  - Should carry: The Institute's Name, Subject Name, Date, Course & Session (PGDM 2021-23), SEMESTER, Student's Name, ADMISSION NUMBER on top.
  - EACH AND EVERY QUESTION NEEDS TO BE SOLVED ON AN INDIVIDUAL WORKSHEETSHEET.
  - Keep the name of the sheet as Question Number
  - SUBMIT ONE SINGLE FILE AS YOUR ANSWER/SOLUTION
4. Student are supposed to save the file using his/her full name and Admission No/Roll Number is the format name\_GM21---
5. Finally, students are supposed to submit the soft copies using a PD. **Each student to carry his/ her own Pen Drive (PD). Sharing of PD for submitting final ANSWER / SOLUTION is not allowed.**
6. If any instructions not properly followed, then it may result into loss of marks.
7. During examination, no student is allowed to use mobile phones in any conditions. In any case, Students are not allowed to use hotspot, browser or Whatsapp (or similar apps) on computer system.
8. **USE OF CALCULATOR/MOBILE/SMART WATCH IS NOT ALLOWED.**
9. Note: Any required data not explicitly given, may be suitably assumed and stated

**Question ONE is compulsory. Attempt any four questions from the rest [8 Marks x 5=40 Marks]**

1.
  - a. How much amount will I accumulate If I invest Rs 1,00,000/- on 10% Interest for 3Years? (CO3)
  - b. If I borrow Rs 1,00,000/- on a 15-month loan with quarterly interest of 5% then what will be my monthly payment (EMI)? How much total interest shall I be paying?(CO3)
2. A manufacturing unit apply following rules to calculate the cost of product on sales order (CO2)
  - a. If the order is upto 300 units of product, cost will be Rs 5 per unit
  - b. If the order between 301-500 units, cost is Rs 4 and 90 paise per unit
  - c. If the order is between 501 to 1000 units, cost is Rs 4 and 80 paise per unit.
  - d. If the order is above 1000 units then cost is Rs 4 and 70 paise per unit

Write a formula that calculates the cost on a sales order?
3. The sales of ABC Inc are shown, below. Plot given state wise sales data on an appropriate Excel Chart. (CO4)

State	No of Units in Lakhs	Sales in Lakhs
Rajasthan	29	277
Madhya Pradesh	29	113
Uttar Pradesh	29	340
Bihar	88	881
Maharashtra	39	154
Goa	46	364
Gujarat	30	258
Punjab	52	478
Delhi	13	109

4. Twenty responses were collected in a survey to show the number of times an Indian family dines out in a week as shown below. (CO1)

6	1	5	3	7	3	0	3	1	3
4	1	2	4	1	0	5	6	3	1

- Compute the mean, median and mode.
- Compute the variance and standard deviation.
- Comment on the results

Use Excel Functions only (Do not use Data Analysis Tools)

5.

- I would like to have Rs 10,00,000/- as savings with me after 10 years from now for annual rate 9% Interest. How much money should I deposit each month (Both at the start and at the end) if I start today? (CO4)
- Complete the given table using referencing techniques. (CO2)

Sales Tax:		7.50%		
Item	Quantity	Price	Sales Tax	Total
Chair	4	\$125.00		
Desk	4	\$695.00		
Lamp	3	\$39.95		

6.

- A project has the following cash flow. If the company's cost capital is 15 percent, should it proceed with the project? [Make use of NPV function] (CO3)

Now	One Year from now	Two Year from now	Three Year from now
-\$3 Million	\$3.5 Million	\$4.5 Million	-\$5 Million

- Take out the middle name from the given data set using appropriate excel functions. State the method or function used. (CO3)

S. No	Name
1	SWAMI RAGHWANDRA NARAYAN
2	SATISH KUMAR TIWARI
3	HARSH VARDHAN KUMAR
4	ANAND KUMAR RAO
5	UMESH CHANDRA SHARMA
6	SAURABH KUMAR SINGH