GL BAJAJ
Institute of Management & Research, PGDM Institute
FIND YOUR SPARK
GREATER NOIDA (Approved by A.I.C.T.E., Ministry of HRD, Govt. of India)

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

Subject Name: **Advanced Excel & Data Visualization**	Time: **01:30 Hrs.**
Sub. Code: **PG23**	Max Marks: **40**

INSTRUCTIONS
1. **Use MS-Excel on separate Laptops/Desktops.**
2. **Use of MS Excel 2019 version is suggested.**
3. **Open a new workbook and SAVE it as your Roll No_Name_Section**
4. **Give the following information on Sheet 1 of SAVED Excel Workbook.**
   - **The Institute Name, Program & Batch (PGDM 2021-23), Term, Student Name, Roll No., Subject Name, Subject Code, Date.**
5. **Name other sheets as respective Question Numbers**
6. **After attempting all the question, COPY in your own Pen Drive (PD) and hand over the PD to the invigilator for SUBMISSION. MAKE SURE YOU SUBMIT THE RIGHT FILE**
7. **COPY of content/Use of others PD would be considered as UFM.**
8. **Use of Mobile phones/Smart watch/Calculators/Wi-Fi hotspot/Browser/WhatsApp or similar apps/Earphones is NOT allowed in any way.**
   Note: Student can make assumptions, if required during data analysis, but may clearly be stated.

ALL questions are compulsory.   **[8 Marks x 5=40 Marks]**

1. A company has 5 projects under consideration. The NPV added by each project and the capital required by each project during the next two years is shown in the following table. (All numbers are in millions.) For example, Project 1 will add $15 million in NPV and require expenditures of $5 million during Year 1 and $3 million during Year 2. During Year 1, $60 million in capital is available for projects, and $30 million is available during Year 2.
   a. Help the company to maximize NPV by selecting appropriate projects.   CO4
   b. Write the analysis of result in your words.

Project	NPV	Expenditure Year 1	Expenditure Year 2
Project 1	15	5	3
Project 2	19	54	8
Project 3	14	6	6
Project 4	42	32	40
Project 5	12	48	3

2. In the example of employees given in the table below, use VLOOKUP function to find the following
   a. Reilly's Employee ID
   b. Hire Date of an employee with Employee ID 5816   CO1

S.No.	Employee Name	Employee ID	Hire Date
1	Will Ferrell	2323	01-01-2019
2	John C. Reilly	1020	10-08-2020
3	Sacha Baron Cohen	1234	12-10-2015
4	Amy Adams	5555	05-10-2018
5	David Koechner	5816	04-04-2017

3. Table given below contains salaries, travel expenses, faculty ID, department code, and faculty code for all the business-school faculty. Use this data to answer the following questions.

    a. Create a pivot table that gives the department wise average salary.
    b. Create a pivot table that gives the faculty and department wise average salary   CO2

Salary	Travel Expenses	Faculty ID	Department Code	Faculty Code
23000	2000	101	Dept1	Fac101
43500	4000	102	Dept2	Fac102
80000	5800	103	Dept3	Fac103
15000	1200	104	Dept4	Fac104
54000	4300	105	Dept5	Fac105

4. Use the data set of Calls given in Ques 5 to apply conditional formatting according to the questions below:
    a. Format the cell "Calls Answered" in Green color for all agents answering more than 35 calls.
    b. Format the cell "Call Resolution" in two colors Icon sets relative to bottom 20% and top 20%   CO3

5. Use the data given in table below to answer the following questions
    a. Visualize the Call trend for each agent using sparklines
    b. Make an interactive chart to show Agent wise performance
    c. Use HLOOKUP to display data of Poornima
    d. Make a dashboard to show and compare two KPIs with target values given below.   CO1-CO4

Agent Name	Total Calls	Calls Answered	Call Resolution in %	Average Speed of Answering
Madhu	43	37	86	68
Nagesh	45	35	78	67
Poornima	51	44	86	75
Rajika	47	40	85	61
Aprajitha	48	28	58	62
Rajan	50	45	90	65

Target Speed of Answering   75 Sec
Target Call resolution   95 %

Mapping of Questions with Course Learning Outcome

Question Number	COs	Bloom's taxonomy level	Marks Allocated
Q. 1:	**CO4**		**5 marks**
Q. 2:	**CO1**		**7 marks**
Q. 3:	**CO2**		**7 marks**
Q. 4:	**CO3**		**7 marks**
Q. 5:	**CO1, CO4**		**14 marks**