

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

POST GRADUATE DIPLOMA IN MANAGEMENT (2024-25)
END TERM EXAMINATION (TERM -I)

Subject Name: **Excel for Managers**

Time: **02.00 hrs**

Sub. Code: **PG15**

Max Marks: **40**

Note: All questions are compulsory. Section A carries 5 marks: 5 questions of 1 marks each, Section B carries 21 marks having 3 questions (with internal choice question in each) of 7 marks each and Section C carries 14 marks having 2 questions of 7 marks each.

| <u>SECTION - A</u> | | |
|---|-----|----------------------|
| Attempt all questions. All questions are compulsory. | | 1×5 = 5 Marks |
| Questions | CO | Bloom's Level |
| Q. 1: (A). Refer to the sheet named “Q1”. Calculate the Maximum Sales for each Month. Q. 1: (B). Refer to the sheet named “Q1”. Calculate the Average Sales for each Month. Q. 1: (C). Refer to the sheet named “Q1”. Freeze the first row and first column of the TABLE. Q. 1: (D). Refer to the sheet named “Q1”. Find the Sum of sales for months: March, April and May and Products: Marker, Register. USE intersect operator. Q. 1: (E). Add a Custom Tab to the workbook and add one item <DISPLAY> to it? | CO1 | L1 |
| <u>SECTION – B</u> | | |
| All questions are compulsory (Each question have an internal choice. Attempt any one (either A or B) from the internal choice) | | 7 x 3 = 21 |
| Questions | CO | Bloom's Level |
| Q. 2: (A). Refer to Sheet named “Q2A” (i) Sort the Table in ascending order based on marks in Statistics. [2] (ii) Create a separate table where all the scores are increased by 10%. [2] (ii) Create columns: “First Name” and “Last Name” using the names column (use text functions for the purpose)? [3] Or Q. 2: (B). Refer to Sheet named “Q2B” and add following data Validations (i) Name should be less than 15 Characters. [2] (ii) Age should be a number between 18 and 60 [2] (iii) Off_Day should be from the list only. [3] | CO2 | L2 |
| Q. 3: (A). Refer to Sheet named “Q3A” (i) If a Company’s sales is more than 3000 for all three years, Rate it as “HIGH” otherwise “Volatile”. [2] (ii) Find the number of times the sales is more than 4000 for all the individual Organizations across each of the years. [2] | CO3 | L3 |

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|--|------------------------|----------------------|
| <p>(iii) Given the Name of any Organization in Cell J8 and year in Cell K8, write the function(s) to display the corresponding sales in Cell L8. [3]</p> <p style="text-align: center;">Or</p> <p>Q. 3: (B). (i) Mr. ABC has started a monthly SIP of Rs. 5000 and is expecting a return of 20% per annum. Find the amount that he should expect at maturity, given the SIP is for Twelve years. [3]</p> <p>(ii) Ms. XYZ has applied for a loan of Rs. 10,00,000 at rate of interest of 18% per annum. Find the EMI (Equated Monthly Installment) that she needs to pay, if the loan is for 7 years. [4]</p> <p>Q. 4: (A). The quantity demand for a product is predicted by the following formula: $Q_Demand = 5*adv_Exp + 7* num_of_Executives + 2* territories$</p> <p>Where Q_Demand: Quatity Demanded Adv_Exp : Advertisement Expenses num_of_Executives : number of executives employed Territories: Territories where the Product is sold.</p> <p>Create a data table showing the sensitivity of Quantity Demanded on adv_Exp and number of executives employed as given in the sheet named “Q4A”.</p> <p style="text-align: center;">Or</p> <p>Q. 4: (B). Calculate the value of Z using Solver: Max: $Z = 4a + 3b + 6c$ Subject to: $2a + 3b + 2c \leq 440$ $4a + 0b + 3c \leq 470$ $2a + 5b + 0c \leq 430$</p> | CO3 | L4 |
| <u>SECTION – C</u> | | |
| Read the case and answer the questions | 7×02 = 14 Marks | |
| Questions | CO | Bloom’s Level |
| <p>Q. 5: Given the Employee data (refer sheet named “Q5”). Solve the following questions Questions: Q. 5: (A). Create Pivot tables for the following: (i) Average age for the employees by Job Title. [2] (ii) What is the total salary distributed in each business Unit? [1] (iii) Average bonus distributed by ethnicity of the employee. [2] (iv) Number of Employees from each country [2]</p> <p>Q. 5: (B). Create appropriate charts from Q5A and use them for a dashboard. Make sure the charts are properly labelled and the Dashboard is clear and aesthetic. [7]</p> | CO4 | L6 |

Kindly fill the total marks allocated to each CO’s in the table below:

| | |
|------------|------------------------|
| COs | Marks Allocated |
| CO1 | 5 |

| | |
|-----|----|
| CO2 | 7 |
| CO3 | 14 |
| CO4 | 14 |
| | |

(Please ensure the conformity of the CO wise marks allocation as per your TLEP.)

Blooms Taxonomy Levels given below for your ready reference:

L1= Remembering

L2= Understanding

L3= Apply

L4= Analyze

L5= Evaluate

L6= Create