

Faculty of Management Studies

End Semester Examination May 2025

MS5SE09 Computer Applications in Management

Programme	:	MBA	Branch/Specialisation	:	-
Duration	:	3 hours	Maximum Marks	:	60

Note: All questions are compulsory. Internal choices, if any, are indicated. Assume suitable data if necessary.
 Notations and symbols have their usual meaning.

Section 1 (Answer all question(s))			Marks CO BL
Q1. In MS Word, which tab on the Ribbon contains the options for adding tables, pictures, shapes, and smart art?			1 1 1
<input type="radio"/> Home	<input checked="" type="radio"/> Insert		
<input type="radio"/> Design	<input type="radio"/> Layout		
Q2. What is the shortcut key for making text bold in MS Word?			1 2 1
<input type="radio"/> Ctrl + U	<input type="radio"/> Ctrl + I		
<input checked="" type="radio"/> Ctrl + B	<input type="radio"/> Ctrl + P		
Q3. What is the file extension for a PowerPoint presentation in the latest versions of Microsoft Office?			1 2 1
<input type="radio"/> .ppt	<input checked="" type="radio"/> .pptx		
<input type="radio"/> .ppx	<input type="radio"/> .docx		
Q4. To increase the font size of selected text in PowerPoint, which shortcut key you can use?			1 2 1
<input type="radio"/> Ctrl + A	<input type="radio"/> Ctrl + B		
<input checked="" type="radio"/> Ctrl +]	<input type="radio"/> Ctrl + +		
Q5. What is the maximum number of columns available in an Excel worksheet?			1 3 1
<input type="radio"/> 65,536	<input type="radio"/> 256		
<input checked="" type="radio"/> 16,384	<input type="radio"/> 1,23,234		
Q6. What type of cell reference adjusts automatically when copied to another cell?			1 3 1
<input type="radio"/> Absolute reference	<input checked="" type="radio"/> Relative reference		
<input type="radio"/> Mixed reference	<input type="radio"/> Static reference		
Q7. What is the function used to calculate the standard deviation in Excel?			1 4 1
<input checked="" type="radio"/> STDEV()	<input type="radio"/> STANDARDDEV()		
<input type="radio"/> DEV()	<input type="radio"/> SD()		
Q8. Which chart type is best for showing data trends over time?			1 4 1
<input type="radio"/> Bar chart	<input type="radio"/> Pie chart		
<input checked="" type="radio"/> Line chart	<input type="radio"/> Scatter chart		
Q9. Which sorting option allows you to sort data by cell color, font color, and cell icon?			1 5 1
<input type="radio"/> Quick sort	<input type="radio"/> Multi-level sort		
<input checked="" type="radio"/> Custom sort	<input type="radio"/> Filter		
Q10. How you can clear all filters from a Pivot Table?			1 5 1
<input type="radio"/> Right-click → Clear Filters	<input type="radio"/> Data → Remove Filters		
<input checked="" type="radio"/> Analyze → Clear → Clear Filters	<input type="radio"/> Delete Pivot Table		

Section 2 (Answer all question(s))**Marks CO BL**

- Q11.** What is the purpose of the Ribbon in MS Word? Name any two tabs and mention one command from each. 2 1 2

Rubric	Marks
Purpose of the Ribbon (brief) - 1 mark Any two tabs + one command each- 1 mark	2

- Q12.** What is Mail Merge in MS Word? Mention one use of it. 2 1 2

Rubric	Marks
Definition of Mail Merge (brief)- 1 mark One practical use or example- 1 mark	2

- Q13. (a)** Explain the importance of using citations and bibliography in academic writing. Describe how to insert a citation and generate a bibliography using MS Word. 6 1 2

Rubric	Marks
1. Importance of citations – Clear explanation of why citations are used (e.g., to avoid plagiarism, give credit to sources, support arguments).- 2 marks	6
2. Inserting a citation – Steps to insert a citation in Word/Docs (e.g., using the “References” tab, choosing citation style, inserting source)- 2 marks	
3. Generating a bibliography – Steps to generate a bibliography (e.g., using “Bibliography” or “Works Cited” option, automatic generation feature)- 2 marks	

(OR)

- (b)** What are headers and footers in a word processing document? Describe how to insert and customize them using MS Word with examples.

Rubric	Marks
1. Definition and Purpose – Explains what headers and footers are and why they are used (e.g., to display page numbers, titles, dates, etc. on each page).2 marks	6
2. Inserting and Customizing – Steps to insert and modify headers/footers in Word or Docs (e.g., double-clicking the top/bottom margin, using “Insert” menu, changing font, alignment).3 marks	
3. Example- 1 mark	

Section 3 (Answer all question(s))**Marks CO BL**

- Q14.** Explain the difference between animations and slide transitions in PowerPoint. 4 2 2

Rubric	Marks
1. Explanation of Slide Transitions – Defines and explains the purpose of slide transitions- 2 marks	4
2. Explanation of Animations – Defines and explains the purpose of animations for slide objects- 2 marks	

Q15.(a) Explain how to create a PowerPoint presentation from scratch. Include steps for selecting a template, adding slides, and choosing the right layout for different content.

6 2 4

Rubric	Marks
<p>1. Creating a Presentation from Scratch – Clear description of the steps involved in creating a new PowerPoint presentation.2 marks</p> <p>2. Selecting a Template – Explains how to choose a template or theme for the presentation.1 mark</p> <p>3. Adding and Organizing Slides – Steps for adding new slides and organizing content effectively with slide layouts.2 marks</p> <p>4. Layout Selection – Explains how to choose appropriate slide layouts for different types of content (e.g., title slide, content slide).1 mark</p>	6

(OR)

- (b)** Explain the print options available in PowerPoint. How can you print slides, handouts, or notes pages?

Rubric	Marks
<p>1. Overview of Print Options – Describes different print options available in PowerPoint (e.g., slides, handouts, notes pages).2 marks</p> <p>2. Steps to Print – Explains how to access and use the print settings to print slides or handouts.2 marks</p> <p>3. Customizing Print Settings – Mentions options like printing multiple slides per page or adding speaker notes.2 marks</p>	6

Section 4 (Answer all question(s))

Marks CO BL

4 3 4

Q16. What is 'Paste Special' in Excel? Mention any four options available under Paste Special.

Rubric	Marks
<p>Definition of Paste Special – 1 mark</p> <p>Option 1 (e.g., Values, Formulas, Formats, etc.) – 1 mark</p> <p>Option 2,3,4 – 3 marks</p>	4

Q17. (a) Describe the process and uses of ‘Text to Columns’ and ‘Remove Duplicates’ features in Excel.

6 3 1

Rubric	Marks
Text to Columns: Explanation – 1.5 marks	6
Text to Columns: Example (e.g., splitting full names into first and last) – 1.5 marks	
Remove Duplicates: Explanation – 1.5 marks	
Remove Duplicates: Example (e.g., cleaning customer lists) – 1.5 marks	

(OR)

(b) Explain the concept and applications of data validation and number formats in MS Excel.

Rubric	Marks
Data Validation: Definition – 1 mark	6
Data Validation: Example (e.g., only allowing dates or whole numbers) – 2 marks	
Number Formats: Definition – 1 mark	
Number Formats: Examples (e.g., Currency, Percentage, Date) – 2 marks	

Section 5 (Answer all question(s))

Marks CO BL

4 4 2

Q18. Explain the use of sum if and count if functions in MS Excel with one example each.

Rubric	Marks
Definition of SUMIF – 1 mark	4
Example of SUMIF – 1 mark	
Definition of COUNTIF – 1 mark	
Example of COUNTIF – 1 mark	

Q19. (a) Explain how you can calculate mean, standard deviation, and variance using Excel formulas. Provide one example for each.

6 4 4

Rubric	Marks
Explanation of Mean with function – 2 marks	6
Explanation of Standard Deviation with function – 2 marks	
Explanation of Variance with function – 2 marks	

(OR)

(b) Describe any three chart types in Excel. Explain how they are used for data visualization with examples.

Rubric	Marks
• Chart Type 1: Description + Example – 2 marks • Chart Type 2: Description + Example – 2 marks • Chart Type 3: Description + Example – 2 marks	6

Section 6 (Answer all question(s))

Marks CO BL

Q20. Explain the concept of advanced sorting in Excel. How is it different from basic sorting?

4 5 4

Rubric	Marks
Definition of Advanced Sorting – 1 mark Difference between Basic and Advanced Sorting (multi-level sorting, custom order) – 2 marks Example of Advanced Sorting – 1 mark	4

Q21. (a) Explain how to record and execute a macro that creates and customizes a Pivot Table. How can this automation improve efficiency in large datasets?

6 5 4

Rubric	Marks
Steps to create a Pivot Table (selecting data, inserting Pivot Table) – 2 marks Customization options (e.g., changing row/column labels, applying filters, adding calculations) – 2 marks Example of customizing (e.g., changing number formats, grouping data) – 2 marks	6

(OR)

(b) Discuss the different What-If Analysis tools in Excel: Data Tables, Scenario Manager, and Goal Seek.

Rubric	Marks
Explanation of Data Tables for What-If Analysis – 2 marks Explanation of Scenario Manager for What-If Analysis – 2 marks Explanation of Goal Seek for What-If Analysis – 2 marks	6
