

[4]

- Q.5 i. Explain the concept of Time Value of Money and its importance in financial decision-making. **4** 2 2 2
- ii. Using the Excel **PMT** function, calculate the monthly payment for a loan of \$100,000 with an annual interest rate of 6% for 10 years. Also, explain the significance of each parameter in the function. **6** 3 3 4
- OR iii. Define NPV (Net Present Value) and IRR (Internal Rate of Return). Explain with an example how these two financial metrics are used in capital budgeting decisions. **6** 2 1 3
- Q.6 Attempt any two:
- i. Explain the steps to create and use Mail Merge in MS Word. Provide an example of how it can be used for sending customized invitations. **5** 2 1 2
- ii. How can you insert and format a table in MS Word? Discuss how to add styles, adjust alignment, and apply sorting to a table. **5** 4 3 5
- iii. What are Macros in MS Word? Describe how to record, run, and edit a Macro, and explain its benefits in automating repetitive tasks. **5** 1 2 5

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Total No. of Questions: 6

Total No. of Printed Pages:4

Enrollment No.....



Faculty of Law  
End Sem Examination Dec 2024  
LW3SE02 / LW3SE06  
IT Skill -I / IT Skill

Programme: LL.B. (Hons.) / Branch/Specialisation: Law  
B.A. LL.B. (Hons.) /  
B.B.A. LL.B. (Hons.)

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- |        |   | Marks | BL | PO | CO | PSO |
|--------|---|-------|----|----|----|-----|
| Q.1 i. | What is an Excel feature that displays only the data in column (s) according to specified criteria? | 1     | 1  | 2  | 1  |     |
|        | (a) Filtering (b) Sorting   |       |    |    |    |     |
|        | (c) Formula (d) Pivot   |       |    |    |    |     |
| ii.    | How can you protect a worksheet from being edited accidentally?                                     | 1     | 2  | 1  | 1  |     |
|        | (a) Use a password (b) Lock cells   |       |    |    |    |     |
|        | (c) Set as read-only (d) All of these   |       |    |    |    |     |
| iii.   | Which of the following chart types is used to show trends over time?                                | 1     | 1  | 3  | 2  |     |
|        | (a) Line chart (b) Bar chart  |       |    |    |    |     |
|        | (c) Pie chart (d) Scatter chart   |       |    |    |    |     |
| iv.    | What type of visualization is best suited for showing the relationship between multiple variables?  | 1     | 1  | 3  | 2  |     |
|        | (a) Scatter plot  |       |    |    |    |     |
|        | (b) Line graph  |       |    |    |    |     |
|        | (c) Stacked bar chart   |       |    |    |    |     |
|        | (d) Bubble chart  |       |    |    |    |     |

[2]

- v. In which scenario would you use Excel's Solver tool to manage a business problem? **1** 2 4 3
- (a) Optimizing budget allocation for maximum profit
- (b) Calculating simple expenses
- (c) Creating a schedule
- (d) Designing a logo
- vi. What is the advantage of using named ranges in your formulas? **1** 1 4 3
- (a) Increases calculation speed
- (b) Simplifies formula auditing
- (c) Improves clarity
- (d) Enhances functionality
- vii. What does the '\$' symbol signify in an Excel formula? **1** 1 3 4
- (a) It converts a number into a dollar value
- (b) It signifies an absolute cell reference
- (c) It indicates a variable
- (d) It represents a constant value
- viii. What does the PMT function in Excel calculate? **1** 1 2 4
- (a) It calculates a monthly salary based on interest rates, years of employment and bonuses.
- (b) It calculates the payment of a loan based on constant payments and a constant interest rate.
- (c) It cleans up data that has been incorrectly entered.
- (d) None of these
- ix. Which of the following is an example of page orientation? **1** 2 2 5
- (a) Landscape (b) Subscript
- (c) Superscript (d) A4
- x. The File that consists of readymade styles that we can easily use for our presentation is known as: **1** 2 6 5
- (a) Preformatting (b) Template
- (c) Wizard (d) AutoStyle

[3]

- Q.2 i. Explain the purpose of conditional formatting in Excel. **2** 2 2 2
- ii. What is the difference between relative, absolute, and mixed cell referencing? Provide an example for each. **3** 1 2 3
- iii. You have a dataset with sales records. Describe the steps to create a pivot table to analyze total sales by region. Explain how you can filter the data to view the sales of a specific region. **5** 4 6 1
- OR iv. Write the syntax of the VLOOKUP function in Excel and explain each of its parameters. Also, provide a practical example of how it can be used to link data from two different tables. **5** 3 5 1
- Q.3 i. What is the purpose of the Data Analysis Toolpak in Excel, and how is it enabled? **2** 1 3 3
- ii. Describe the difference between the LOOKUP functions, INDEX, and MATCH. Provide an example where INDEX and MATCH are more advantageous than using VLOOKUP. **8** 2 1 5
- OR iii. Explain the steps to create an interactive dashboard in Excel. Include details about using Pivot Tables, advanced visualizations, and slicers to make the dashboard user-friendly and dynamic. **8** 2 2 2
- Q.4 i. What is the role of constraints in an optimization problem? Provide an example to explain. **3** 1 3 2
- ii. Explain the steps to set up and solve an optimization problem in Excel using Solver. Use a business example, such as maximizing profit or minimizing cost, to illustrate your explanation. **7** 2 2 2
- OR iii. What is sensitivity analysis in optimization? Discuss its importance in business decision-making. Provide an example of how sensitivity analysis is applied in airline optimization. **7** 1 3 3

| LW3SE06 T1 Skills |  |   |         |    | Q.4  |          |            | Q.5        |         |   | Q.6 |  |  |
|-------------------|--|---|---------|----|------|----------|------------|------------|---------|---|-----|--|--|
| Q.1               | i)   | (A) Filtering                                       |         | 1  |      | i.       | Role       | 2 Marks    |         | 3 |     |  |  |
|                   |  |   |         |    |      |          | Example    | 1 Mark     |         |   |     |  |  |
|                   | ii)  | (D) All of these                                    |         | 1  |      | ii.      | Steps      | 4 Marks    |         | 7 |     |  |  |
|                   |  |   |         |    |      |          | Example    | 3 Marks    |         |   |     |  |  |
|                   | iii)   | (A) Line chart                                      |         | 1  | OR   | iii.     | Definition | 2 Marks    |         | 7 |     |  |  |
|                   |  |   |         |    |      |          | Importance | 3 Marks    |         |   |     |  |  |
|                   | iv)  | (A) Scatter plot                                    |         | 1  |      |          | Example    | 2 Marks    |         |   |     |  |  |
|                   | v)   | (A) Optimizing budget allocation for maximum profit |         | 1  |      | Q.5      | i.         | Concept    | 2 Marks |   | 4   |  |  |
|                   | vi)  | (C) Improves clarity                                |         | 1  |      |          |            | Importance | 2 Marks |   |     |  |  |
|                   | vii)   | (B) It signifies an absolute cell reference         |         | 1  |      | ii.      | Numerical  | 4 Marks    |         | 6 |     |  |  |
| viii)             | (B) It calculates the payment of a loan based on constant payments and a constant interest rate. |   | 1       | OR | iii. | Explain  | 2 Marks    |            |         |   |     |  |  |
| ix)               | (A) Landscape  |   | 1       |    |      | Define   | 2 Marks    |            | 6       |   |     |  |  |
| x)                | (B) Template   |   | 1       |    | Q.6  |          | Explain    | 4 Marks    |         |   |     |  |  |
| Q.2               | i.   | Purpose   | 2 Marks | 2  |      | i.       | Steps      | 3 Marks    |         | 5 |     |  |  |
|                   |  |   |         |    |      |          | Example    | 2 Marks    |         |   |     |  |  |
|                   | ii.  | Difference  | 2 Marks | 3  |      | ii.      | Steps      | 3 Marks    |         | 5 |     |  |  |
|                   |  | Example   | 1 Mark  |    |      |          | Describe   | 2 Marks    |         |   |     |  |  |
|                   | iii.   | Describe  | 3 Marks | 5  |      | iii.     | Define     | 2 Marks    |         | 5 |     |  |  |
|                   | Explanation  | 2 Marks   |         |    |      | Describe | 3 Marks    |            |         |   |     |  |  |
| OR                | iv.  | Syntax  | 2 Marks | 5  |      |          |            |            |         |   |     |  |  |
|                   |  | Example   | 3 Marks |    |      |          |            |            |         |   |     |  |  |
| Q.3               | i.   | Purpose   | 2 Marks | 2  |      |          |            |            |         |   |     |  |  |
|                   | ii.  | Difference  | 4 Marks | 8  |      |          |            |            |         |   |     |  |  |
|                   |  | Example   | 4 Marks |    |      |          |            |            |         |   |     |  |  |
| OR                | iii.   | Steps   | 4 Marks | 8  |      |          |            |            |         |   |     |  |  |
|                   |  | Details   | 4 Marks |    |      |          |            |            |         |   |     |  |  |
| *****             |  |   |         |    |      |          |            |            |         |   |     |  |  |