Total No. of Questions: 6   *Total No. of Printed Pages:2*

Enrollment No.....................................

Faculty of Management Studies
End Sem Examination May-2024
MS5SE09 Computer Applications in Management
Programme: MBA   Branch/Specialisation: Management

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.

Q.1   i.   You can combine the name and addresses with a standard document using?   **1**
           (a) Database management   (b) Mail merge
           (c) Document formatting   (d) Form letters
      ii. What is landscape?   **1**
           (a) Page orientation   (b) Paper size
           (c) A font style   (d) Page layout
      iii. What do we use if we want to add texts in a given slide?   **1**
           (a) Comment box   (b) Text layer   (c) Note box   (d) Text box
      iv. In MS-PowerPoint, what is the shortcut key you can press to start the presentation from the first slide?   **1**
           (a) Alt + F5   (b) Ctrl + P   (c) Alt + Tab   (d) F5
      v.   What do Excel formulas start with?   **1**
           (a) /   (b) f   (c) =   (d) –
      vi. In Microsoft Excel spreadsheets, rows are designated as _____.   **1**
           (a) 1, 2, 3,...   (b) A, B, C,...
           (c) A1, B1, C1, ...   (d) I, II, III,...
      vii. _____ type of chart is good for a single series of data.   **1**
           (a) Column chart   (b) Cone chart
           (c) Line chart   (d) Pie chart
      viii. The function to calculate the range of data in Excel is-   **1**
           (a) MAX() - MIN ()
           (b) RANGE.P()
           (c) RANGE.S()
           (d) RANGE()

      ix. The first step in creating a pivot table is: **1**
           (a) Clicking on the insert tab and inserting a pivot table
           (b) Select data that needs to be analyzed.
           (c) Deciding on which fields to use to analyze the data.
           (d) None of the above
      x.   Tables created through Excel's table feature allow users to filter _____ by different values.   **1**
           (a) Rows   (b) Columns   (c) Sections   (d) Values

Q.2   i.   What does macro mean in the context of Microsoft Word?   **2**
      ii. Explain the procedure for formatting documents.   **3**
      iii. Explain the process of mail merge in MS-Word.   **5**
OR   iv. Give the steps to insert a clip art picture to your document.   **5**

Q.3   i.   How we can embed sound on PowerPoint presentation.   **2**
      ii. Discuss the steps for creating a presentation in MS PowerPoint.   **8**
OR   iii. (a) Explain why transitions are useful in PowerPoint.   **8**
           (b) Explain how to assign duration in the PowerPoint animation pane.

Q.4   i.   What is ribbon, and where does it appear?   **3**
      ii. Elaborate Excel data editing with number formats paste special and cell referencing in detail.   **7**
OR   iii. In MS-Excel, how do you apply the same formatting to every sheet in a workbook?   **7**

Q.5   i.   Explain the chart feature in MS-Excel.   **4**
      ii. List the statistical functions used in MS-Excel, define each.   **6**
OR   iii. Differentiate between formulas and functions in Excel.   **6**

Q.6   Attempt any two:
      i.   Explain 'What If Analysis' and its process to apply in MS-Excel.   **5**
      ii. How can you disable the automating sorting in pivot tables? Explain.   **5**
      iii. Explain the procedure to use the google form data in Excel.   **5**

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Marking Scheme

Computer Applications in Management (T) - MS5SE09 (T)

Q.1	i)	(B) Mail merge		**1**
	ii)	(A) Page Orientation		**1**
	iii)	d. Text Box		**1**
	iv)	d) F5		**1**
	v)	c) =		**1**
	vi)	a) 1, 2, 3,...		**1**
	vii)	a) Column chart		**1**
	viii)	a) MAX() - MIN ()		**1**
	ix)	b) Select data that needs to be analyzed.		**1**
	x)	b) Columns		**1**

Q.2	i.	Definition macro mean		**2**
	ii.	The procedure for formatting documents.	(As per explanation)	**3**
	iii.	The process of mail merge in MS-Word.	(As per explanation)	**5**
OR	iv.	The steps to insert a clip art picture to your document.		**5**

Q.3	i.	Steps to embed sound on PPT.		**2**
	ii.	The steps for …….in MS PowerPoint	(As per explanation)	**8**
OR	iii.	a. Use of transition in PPT	(As per explanation)	**4+4**
		b. duration ……… animation pane.	(As per explanation)	

Q.4	i.	Definition of Ribbon	2 Marks	**3**
		Where it appears	1 Mark	
	ii.	Excel Data Editing……detail.	(As per explanation)	**7**
OR	iii.	Apply the same ……. workbook	(As per explanation)	**7**

Q.5	i.	Explain the Chart feature in MS-Excel.		**4**
	ii.	6 Statistics functions	(As per explanation)	**6**
OR	iii.	Differentiate ……ons in Excel.	(As per explanation)	**6**

Q.6		Attempt any two:		
	i.	Explain What If Analysis	2 Marks	**5**
		its process to apply in MS-Excel.	3 Marks	
	ii.	The automating sorting in Pivot tables? Explain.(As per explanation)		**5**
	iii.	Explain the procedure to use the Data Forms in Excel .(As per explanation)		**5**

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