

Total No. of Questions: 6

Total No. of Printed Pages: 2



Faculty of Management Studies

End Sem Examination Dec-2023

MS3AE05 IT Skills -I

Programme: BBA

Branch/Specialisation: Management /

Business Analytics

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. Which commands are present in Quick Access Toolbar? **1**
(a) Save (b) Undo (c) Redo (d) All of these
- ii. Bold, Italic and Underline commands are present in which group in Home tab? **1**
(a) Clipboard (b) Font (c) Paragraph (d) Styles
- iii. Portrait and Landscape are- **1**
(a) Page Orientation (b) Paper Size
(c) Page Layout (d) All of these
- iv. What is the default filename of a PowerPoint file? **1**
(a) Presentation (b) Mypresentation
(c) Presentation1 (d) Default
- v. What is the file extension of PowerPoint file? **1**
(a) Powerpoint (b) Powerpnt
(c) ppnt (d) pptx
- vi. MS Excel file can NOT be directly exported as _____. **1**
(a) PDF (b) TXT (c) PPT (d) CSV
- vii. Which of the following statement is correct? **1**
(a) Pivot tables that have been created can easily be turned into graphs or charts by simply highlighting the whole pivot table and choosing a graph or chart that you want to create.
(b) Pivot tables do not contain enough information for graphs or charts
(c) Only regular tables may be used to create graphs or charts
(d) None of these

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- viii. _____ tables allow filtering through different values. **1**
(a) Pivot (b) Data
(c) None of these (d) Both (a) and (b)
- ix. The IF statement in excel takes three fields called? **1**
(a) Logics (b) Function (c) Mode (d) Arguments
- x. In a spreadsheet, absolute cell references can be represented by? **1**
(a) B3 (b) \$B3 (c) \$B\$3 (d) B3
- Q.2 i. Write a short note on MS Word software. **2**
ii. What is header and footers in MS Word? **3**
iii. What is Mail Merge? Explain. **5**
- OR iv. What is table in MS Word? Explain. **5**
- Q.3 i. Write a short note on power point. **2**
ii. Explain the concept of Pivot table in Ms Excel. **8**
- OR iii. What is use of animation and slide transition in power point? Explain. **8**
- Q.4 i. What is text to column utility in MS Excel? **3**
ii. What is the difference between formula and function in MS Excel? Explain with suitable example. **7**
- OR iii. What do you mean by Analytics using MS Excel? **7**
- Q.5 i. What do you understand by sorting in MS Excel? **4**
ii. Write the different steps required for creating pivot tables, consider suitable data/sheets. **6**
- OR iii. How you will create charts from Pivot Tables? Explain. **6**
- Q.6 Attempt any two:
i. Explain the What-if Analysis using Scenario Manager. **5**
ii. Explain the What-if Analysis using Goal Seek. **5**
iii. Write a short note on Online spreadsheets. **5**

P.T.O.