G. VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI – 628 502.

UG DEGREE END SEMESTER EXAMINATIONS - APRIL 2025.
(For those admitted in June 2023 and later)

PROGRAMME AND BRANCH: B.Com., BUSINESS ANALYTICS

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
I	PART-III	ELECTIVE GENERIC- I	U23BA1A1	SPREADSHEET FOR BUSINESS

Date & Session:26.04.2025/AN   **Time : 3 hours**   **Maximum: 75 Marks**

Course Outcome	Bloom's K-level	Q. No.	SECTION – A (10 X 1 = 10 Marks) Answer ALL Questions.
CO1	K1	1.	What is the shortcut to Insert a new worksheet? a) Ctrl+N b) Shift+F11 c) Alt+Insert d) Ctrl+W
CO1	K2	2.	Which chart type is best for showing trends over time? a) Pie b) Column c) Line d) Bar
CO2	K1	3.	In Excel the intersection of a row and a column is called. a) Range b) Formula c) Cell d) Chart
CO2	K2	4.	What is the purpose of the IF function in Excel? a) Sorting data b) Conditional logic c) Formatting text d) Applying colour
CO3	K1	5.	What does Ctrl+Z do in Excel? a) Redo b) Undo c) Zoom d) Save
CO3	K2	6.	Which tool is used to summarise and analyse data in Excel? a) Filter b) Solver c) Pivot table d) Goal seek
CO4	K1	7.	Which Excel function is used to find the largest number in a range? a) MAX b) MIN c) LARGE d) SUM
CO4	K2	8.	In Excel which feature allows you to quickly fill data across cells? a) Auto Fill b) Auto Sum c) Flash Fill d) Quick Analysis
CO5	K1	9.	Which function counts the number of numeric entries in a range? a) COUNT b) COUNTA c) COUNTIF d) COUNTBLANK
CO5	K2	10.	In Excel what does the Concatenate function do? a) Joins text from different cells b) Applies conditional formatting c) Creates a chart d) Sorts data

Course Outcome	Bloom's K-level	Q. No.	SECTION – B (5 X 5 = 25 Marks) Answer ALL Questions choosing either (a) or (b)
CO1	K3	11a.	Explain how to format a table in Excel and mention its importance. **(OR)**
CO1	K3	11b.	Identify and explain the purpose of the convert text to column wizard in Excel.
CO2	K3	12a.	Explain how to calculate depreciation using spreadsheet functions. **(OR)**
CO2	K3	12b.	Demonstrate how to calculate present value(PV) using Excel formulas.

Course Outcome	Bloom's K-level	Q. No.	
CO3	K4	13a.	When would you use the Z-test in Excel? Explain the process.
			(OR)
CO3	K4	13b.	Explain how to calculate mean, median, mode in Excel with examples.
CO4	K4	14a.	How can you calculate working days using Excel formulas?
			(OR)
CO4	K4	14b.	Explain why pivot tables are important and how they work in Excel.
CO5	K5	15a.	Give your opinion on how Excel helps in ratio analysis.
			(OR)
CO5	K5	15b.	Describe the steps involved in payroll processing using Excel.

Course Outcome	Bloom's K-level	Q. No.	**SECTION – C (5 X 8 = 40 Marks)** **Answer ALL Questions choosing either (a) or (b)**
CO1	K3	16a.	Explain the process and importance of Auto formatting a table in Excel.
			(OR)
CO1	K3	16b.	How do you apply data validation in Excel? Explain with steps and examples.
CO2	K4	17a.	Analyse the role of logical functions (IF,AND,OR) in Excel with examples.
			(OR)
CO2	K4	17b.	Explain the classification and text functions in Excel.
CO3	K4	18a.	Discuss the Excel perform statistical tests directly? Explain which tools are available.
			(OR)
CO3	K4	18b.	Describe the step by step how to do a Chi-square test using Excel.
CO4	K5	19a.	Compare LOOKUP and VLOOKUP functions in Excel.
			(OR)
CO4	K5	19b.	Enumerate how to create an automatic data series (auto fill) in Excel.
CO5	K5	20a.	Assess the importance of Excel for business analysis in modern workplaces.
			(OR)
CO5	K5	20b.	Explain Why VBA macros are important in automating Excel tasks.