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D Y PATIL UNIVERSITY

End Term Examinations (December 2018)

School: School of Management

Program: MBA

Course: MS EXCEL & ADVANCED EXCEL LAB

Course Code: GII112

Semester: I

Max Marks: 40

Duration (mins): 60mins.

Q.1 > Multiple choice Questions. (1/2 mark each)

1. What is the intersection of a column and a row on a worksheet called

A. Column B. Value C. Address D. Cell

2. In Excel, Columns are labeled as ____

A. A, B, C, etc B. 1,2,3 etc C. A1, A2, etc. D. \$A\$1, \$A\$2, etc.

3. A features that displays only the data in column (s) according to specified criteria

A. Formula B. Sorting C. Filtering D. Pivot

4. Which function in Excel checks whether a condition is true or not?

A. SUM B. COUNT C. IF D. AVERAGE

5. The process of arranging the items of a column in some sequence or order is known as :

A. Arranging B. Autofill C. Sorting D. Filtering

6. Which function in Excel tells how many numeric entries are there?

A. NUM B. COUNT C. SUM D. CHKNUM

7. Statistical calculations and preparation of tables and graphs can be done using

A. Adobe Photoshop B. Excel C. Notepad D. Power Point

8. Which one is not a Function in MS Excel?

A. SUM B. AVG C. MAX D. MIN

9. Functions in MS Excel must begin with ____

A. An () sign B. an Equal Sign C. A Plus Sign D. A > Sign

10. The ____ feature of MS Excel quickly completes a series of data

A. Auto Complete B. Auto Fill C. Fill Handle D. Sorting

Q.2 > Match the following: (1/2 mark each)

1	Ctrl + A	A	Opens the Help menu.
2	Ctrl + B	B	Move to cell A1.
3	Ctrl + I	C	Creates a new workbook.
4	Ctrl + K	D	Select entire row.
5	Ctrl + U	E	Select entire column.
6	Ctrl + Space	F	Underline highlighted selection.
7	Shift + Space	G	Insert link.
8	Ctrl+N	H	Italic highlighted selection.
9	Ctrl+Home	I	Bold highlighted selection.
10	F1	J	Select all contents of the worksheet.

Q.3> Answer the following: (2 marks each)

1. What are charts in MS-Excel?
2. How can you sum up the Rows and Column number quickly in the Excel sheet?
3. What is the use of NameBox in MS-Excel?
4. What is the use of LOOKUP function in Excel?
5. What is the AND function does in Excel?

Q.4> Write down following functions with Definition, Syntax, Input and Output

1. Any 5 math's function [5]
2. Any 5 text function [5]
3. Any 5 date function [5]
4. Any 3 logical function [3]
5. 2 Lookup Function [2]