

**End Semester/Reappear (Semester II) Examination May 2025**
**Programme: BBA**
**Course: Data Analysis Using Spreadsheet**
**Course Code: 11SEC103**
**Enrolment no. \_\_\_\_\_**
**Full Marks: 50**
**Time: 2 Hrs.**

Q. No.	Questions	CO	Bloom Taxonomy Category	Marks
<b>Section I</b>				
1	<b>Short Answer type questions.</b>			<b>4 x 5 = 20</b>
a	Explain the components of Excel window.	CO1	Understand	
	or			
b	Define Workbook and Worksheet. How are they different?	CO1	Remember	
	or			
c	Explain cell components – Format, Value and Formula.	CO2	Understand	
	or			
d	What is AutoFill in Excel? Explain with an example.	CO2	Understand	
	or			
e	Define and explain the SUM and AVERAGE functions with examples.	CO3	Understand	
	or			
f	Write the purpose of the Proper(), Upper() and Lower() functions.	CO3	Understand	
	or			
g	Explain the purpose of recording a macro.	CO4	Understand	
	or			
	Define Filter and Sort in data analysis.	CO4	Understand	
<b>Section II</b>				
	<b>Application based questions</b>			<b>2 x 15 = 30</b>
2	Design a sample worksheet demonstrating the use of formatting, ranges, and paste special features.	CO2	Create	
	or			
3	Demonstrate the process of inserting, deleting, hiding, and unhiding rows and columns with a practical example.	CO2	Create	
	or			
4	Create an Excel sheet that uses the following functions: IF, COUNTIF, MAX, MIN, and PROPER. Explain each with data.	CO3	Create	
	or			
	Construct a student grade sheet using VLOOKUP and HLOOKUP with marks data.	CO3	Create	

CO1 Navigate Excel's interface with confidence, using various interface elements to efficiently manage tasks.

CO2 Navigate and manipulate multiple spreadsheets, employing techniques like splitting, Freezing and renaming

CO3 Utilize advanced formula functions like CONCATENATE, VLOOKUP, HLOOKUP, MATCH, COUNTIF, and TEXT for more complex data analysis.

CO4 Format and customize chart elements for better clarity and visual impact, Apply PivotTable options and add subtotals to organize and present data effectively