FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2021

(CBCSS - UG)

CC19U BCA5 D04 - INTRODUCTION TO DATA ANALYSIS USING SPREAD SHEET

(Computer Application - Open Course)

(2019 Admission - Regular)

Time : 2.00 Hours   Maximum : 60 Marks

Credit : 3

Part A (Short answer questions)

Answer *all* questions. Each question carries 2 marks.

1. How do you create a new sheet and rename it?

2. Compare save and save as options.

3. What is the shortcut key to copy and paste a cell in excel?

4. Define protection of a workbook.

5. How do we print selected cells of an excel sheet?

6. Which three report formats for Pivot Tables are available in Excel 2007 or later?

7. What is the importance of pivot table tool in Excel?

8. What is an Excel Dashboard and how does it differ from a report?

9. What is the purpose of multiple slicers?

10. How can we sort and filter data in a sheet?

11. List few functions used in Excel.

12. Define data tables.

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

Answer *all* questions. Each question carries 2 marks.

13. How important is pivot tables in analysis process?

14. Describe calculated items.

15. Explain about calculated fields.

16. How can we use calculated fields in a pivot table to find profitability?

17. What are the aggregation functions used in excel?

18. Aggregation function- an alternative to pivot table. Describe with suitable example.

19. What is the importance of multiple pivot tables?

(Ceiling: 30 Marks)

Part C (Essay questions)

Answer any *one* question. The question carries 10 marks.

20. What are the different paste special options available in a sheet?

21. Explain the steps in creating a pivot chart.

(1 × 10 = 10 Marks)

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