

21U575

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Name:

Reg.No:

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC19U BCA5 D04 - INTRODUCTION TO DATA ANALYSIS USING SPREAD SHEET

(Computer Application - Open Course)

(2019 Admission onwards)

Time : 2.00 Hours

Maximum : 60 Marks

Credit : 3

Part A (Short answer questions)

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

1. What is MS Excel?
2. List the steps used to save an excel sheet .
3. What is the shortcut key to cut, copy and paste a cell in excel?
4. What is meant by paste special option in excel?
5. What is Freeze Panes in MS-Excel?
6. Which event do you use to check if a Pivot Table is modified?
7. How can we create a pivot chart from a pivot table data?
8. What is the Purpose of a Dashboard?
9. What is the purpose of multiple slicers?
10. List the steps to add calculated fields to a pivot table.
11. Give four merits of functions in spreadsheet.
12. Define STDEV.

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

Answer *all* questions. Each question carries 5 marks.

13. List few applications of pivot table.
14. How can we filter data in different ways?
15. Explain about calculated items.
16. What are the uses of calculated fields?

17. How far aggregation functions can be used as an alternative to pivot table?
18. Describe the use of multiple tables in a single pivot tabel.
19. Explain What-If analysis.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. What is the importance of protecting a cell or a sheet?
21. Briefly explain the steps of creating a pivot table with example.

(1 × 10 = 10 Marks)
