

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC19UBCA5D04 - 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. Define Ribbon.
2. What is the shortcut key to copy and paste a cell in excel?
3. Define unprotection of a workbook.
4. How can you add a column in a pivot table?
5. List out the steps in creating a pivot table.
6. List few pivot charts available in excel.
7. List certain pivot table applications.
8. What is meant by calculated items?
9. How is calculated fields used to measure profitability?
10. List some formulas used in spreadsheet.
11. Which formula is used if you want to add the numbers in cells B3 and B4?
12. How are multiple tables implemented in a single pivot table?

(Ceiling: 20 Marks)**Part B (Short essay questions - Paragraph)**Answer ***all*** questions. Each question carries 5 marks.

13. What is CSV? Write its importance in excel.
14. What is the importance of comments option in paste special feature?
15. Describe the creation of dashboards.
16. Describe data filtering.

17. Explain the importance of calculated items and calculated fields in pivot table.
18. How is aggregation of data done in spreadsheet?
19. Explain data tables briefly.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. Briefly explain the printer properties of an excel sheet.
21. Explain the implementation of multiple slicers in a pivot table.

(1 × 10 = 10 Marks)
