

No. of Printed Pages : 6

**BSMA-003**

**B. B. A. (SM)**  
**Term-End Examination**  
**December, 2021**

**BSMA-003 : ADVANCED IT SKILLS**

*Time : 2 Hours*

*Maximum Marks : 50*

---

**Note :** Attempt all questions.

---

---

1. Answer all the MCQ's. Each question carries 1 mark.
- (i) What type of chart will you use to compare performance of two employees in the year 2021 ?
- (a) Column chart
- (b) Line chart
- (c) Pie chart
- (d) Dot chart

- (ii) Which one is not a function in MS-Excel ?
- (a) SUM
- (b) MUL
- (c) MAX
- (d) AVG
- (iii) What is the intersection of a column and a row on a worksheet called ?
- (a) Column
- (b) Value
- (c) Address
- (d) Cell
- (iv) What type of chart is useful for comparing values over categories ?
- (a) Scatter chart
- (b) Column chart
- (c) Line chart
- (d) Dot graph

[ 3 ]

BSMA-003

- (v) How many sheets are there, by default, when we create a new Excel file ?
- (a) 1
  - (b) 3
  - (c) 5
  - (d) 10
- (vi) In Excel, which one denoted a range from B1 through E5 ?
- (a) B1 – E5
  - (b) B1 : E5
  - (c) B1 to E5
  - (d) B1 \$ E5
- (vii) An Excel file is generally called a/an :
- (a) E-Spreadsheet
  - (b) Worksheet
  - (c) Workbook
  - (d) Sheet

[ 4 ]

BSMA-003

- (viii) Internationalization changes which of the following data types ?
- (a) Currency
  - (b) Date
  - (c) Time
  - (d) All of the above
- (ix) To upload a file to Google Drive, you have to click :
- (a) File Upload
  - (b) Google Docs
  - (c) Google Sheets
  - (d) None of the above
- (x) Which of the following can be considered as planning tools ?
- (a) Microsoft OneNote
  - (b) Google Tasks
  - (c) Google Calendar
  - (d) All of the above

P. T. O.

[ 5 ]

BSMA-003

2. Write short notes on any *five* of the following in about 100 words each. Each question carries 2 marks.
- (a) Custom view
  - (b) Text direction
  - (c) Indent
  - (d) Data formatting
  - (e) Insert
  - (f) Alignment
  - (g) Cross tabulation
  - (h) Sorting
3. Briefly comment on any *four* of the following in about 250 words each. Each question carries 5 marks.
- (a) Microsoft Excel can provide almost unlimited depth to the user.
  - (b) Formulas are one of the core mechanisms to work with and modify data in Microsoft.
  - (c) Microsoft Excel uses a grid-like structure to hold and manipulate data.

P. T. O.

[ 6 ]

BSMA-003

- (d) The format cells dialog box has various tabs that allow the user to change the various aspects of the data in a single cell.
  - (e) Percentage values are displayed with a % character at the end.
  - (f) Recording or storage of data is usually done in a discrete manner, that is, the recording to storage of facts is done for one single purpose.
4. Answer any *one* question in 500 words. Each question carries 10 marks :
- (a) How would you check the type of responses individually using Google Forms ?
  - (b) What process would you use to create an event for Google Meet meeting in Google Calendar ?

BSMA-003