

**BACHELOR OF BUSINESS ADMINISTRATION
(SERVICES MANAGEMENT) (BBASM)**

Term-End Examination

June, 2022

BSMA-003 : ADVANCED IT SKILLS

Time : 2 hours

Maximum Marks : 50

Note : Answer **all** the questions.

1. Answer **all** the MCQs. Each MCQ carries
1 mark. *10×1=10*

- (a) What are the basic rectangular building blocks of a spreadsheet ?
- (i) Cells
 - (ii) Zoom slider
 - (iii) Help button
 - (iv) All of the above
- (b) Another name for a pre-programmed formula in MS-Excel is :
- (i) Cell
 - (ii) Graph
 - (iii) Function
 - (iv) Range

- (c) Which term is used to join the selected cells into one cell ?
- (i) Filter
 - (ii) Wrap
 - (iii) Pivot
 - (iv) Merge
- (d) Which menu option can be used to split windows into two ?
- (i) Format > Window
 - (ii) View > Window > Split
 - (iii) Window > Split
 - (iv) View > Split
- (e) How do you restrict which type of data can be entered in a cell ?
- (i) Using VLOOKUP
 - (ii) Using Pivot Tables
 - (iii) Using Filters
 - (iv) None of the above
- (f) Which of the following is **not** a valid MS-Excel function ?
- (i) Statistical
 - (ii) Mathematical
 - (iii) Financial
 - (iv) Calculation

- (g) You can use the _____ button for quick calculations in MS-Excel.
- (i) Sum
 - (ii) ?
 - (iii) MOD
 - (iv) None of the above
- (h) The group of which of the following items is called a workbook ?
- (i) Column
 - (ii) Rows
 - (iii) Cells
 - (iv) Worksheets
- (i) This function returns the current date and time.
- (i) TODAY
 - (ii) NOW
 - (iii) TIME
 - (iv) DATE
- (j) What is the cell in which we work in MS-Excel ?
- (i) Active Cell
 - (ii) Different Cell
 - (iii) Deactive Cell
 - (iv) Name Box

2. Write short notes on any **five** of the following in about 100 words each. Each short note carries 2 marks. $5 \times 2 = 10$

- (a) Zoom Buttons
- (b) Keyboard Shortcuts
- (c) Voice Typing
- (d) Equations
- (e) LEFT Function
- (f) Pivot Tables
- (g) Merge Command
- (h) ARRAY Formulas

3. Briefly comment on any **four** of the following in about 250 words each. Each comment carries 5 marks. $4 \times 5 = 20$

- (a) One of the most important aspects of Google Drive is the ability to share files with anyone else, with the only requirement being the other person or group of people having a Google Account.
- (b) Voice typing is a process by which the user's voice and words are converted to text.
- (c) Formulas are one of the core mechanisms to work with and modify data in Microsoft Excel.

- (d) Google Slides supports a wide variety of objects to be embedded into presentations including a variety of content in the form of text, images and videos.
- (e) Data validation allows the user to restrict the types of data that can be entered in a cell.
- (f) A chart is a tool you can use in MS-Excel to communicate data graphically.

4. Answer any **one** of the following questions in about 500 words : *1×10=10*

- (a) What do you mean by “cloud-based computing” ? How is it useful in a virtual scenario ?
 - (b) What are the benefits of sharing files and folders using Google Drive ?
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