

**BACHELOR OF BUSINESS ADMINISTRATION  
(SERVICES MANAGEMENT) (BBA(SM))**

**Term-End Examination**

**December, 2022**

**BSMA-003 : ADVANCED IT SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

---

**Note :** Answer *all* the questions.

---

---

1. Answer *all* the Multiple Choice Questions (MCQs). Each question carries 1 mark.  $10 \times 1 = 10$
- (a) Which of the following is not a term pertaining to spreadsheets ?
- (i) Cell
  - (ii) Character
  - (iii) Browser
  - (iv) Formula
- (b) Which of the following identifies a cell in MS Excel ?
- (i) Address
  - (ii) Formula
  - (iii) Name
  - (iv) Label

- (c) A formula in MS Excel always begins with a/an \_\_\_\_\_ .
- (i) Equal sign
  - (ii) Colon
  - (iii) Comma
  - (iv) Space
- (d) Without using the mouse or the arrow keys, what is the fastest way of getting into cell A1 in a spreadsheet ?
- (i) Press Ctrl + Home
  - (ii) Press Home
  - (iii) Press Shift + Home
  - (iv) Press Alt + Home
- (e) Which option is used as a group of commands in MS Excel ?
- (i) Formatting
  - (ii) Goal Seek
  - (iii) Filter
  - (iv) Macro
- (f) How many sheets are there in MS Excel by default ?
- (i) One
  - (ii) Two
  - (iii) Three
  - (iv) Four

- (g) Format command is on which tab ?
- (i) Home
  - (ii) Insert
  - (iii) Data
  - (iv) Formula
- (h) At what bar does the true value of the cell appear ?
- (i) Formula Bar
  - (ii) Title Bar
  - (iii) Menu Bar
  - (iv) Address Bar
- (i) Which of the following is **not** a valid bar in MS Excel ?
- (i) Paint Bar
  - (ii) Formula Bar
  - (iii) Title Bar
  - (iv) Menu Bar
- (j) Which menu option can be used to delete the spreadsheet in MS Excel ?
- (i) File > Delete sheet
  - (ii) View > Delete sheet
  - (iii) Window > Delete sheet
  - (iv) Edit > Delete sheet

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

- (a) Page Layout Buttons
- (b) Charts
- (c) What-If Button
- (d) Two-Variable Scenario
- (e) Worksheet
- (f) Move or Copy
- (g) Data Files
- (h) Excel Tab Shortcuts

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

- (a) The Google Sheets interface is similar to other spreadsheet programs such as Microsoft Excel.
- (b) Google Calendar can be used to allocate time and schedule events and reminders in a concise manner.

- (c) The primary reason for designing questionnaires is to generate responses from the audience members, and either store or analyze those responses into meaningful inferences.
- (d) Footnotes are additional information about a piece of text, which usually resides at the bottom of the page.
- (e) A status bar is a part of a window that shows some status of the current program running.
- (f) Excel makes it easy to review and analyze data, use a budget tracker and more while you view and edit workbooks attached to email messages.

4. Answer any **one** question in 500 words :  $1 \times 10 = 10$

- (a) What process would you use to create an event for a Google Meet meeting in Google Calendar ?
  - (b) What are the benefits of creating questionnaires with Google Forms ?
-