No. of Printed Pages: 6

B. B. A. (SERVICES MANAGEMENT) (BBASM)

Term-End Examination

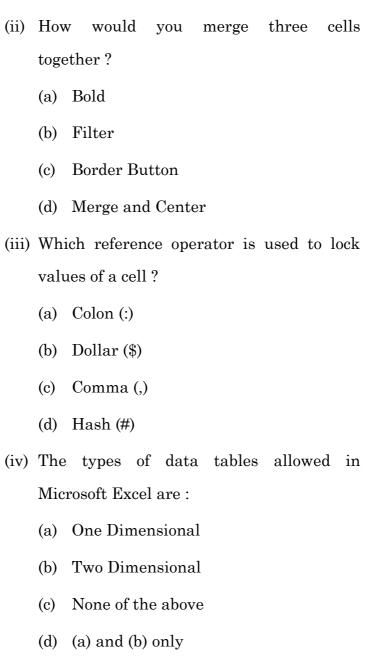
June, 2023

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. $10 \times 1 = 10$
 - (i) Layouts in Excel are useful for:
 - (a) Adding values
 - (b) Finding greater value
 - (c) Searching for values
 - (d) Printing



- (v) The Axis area of the PivotChart Fields does the following:(a) Calculates the data
 - (b) Places the data on the base axis
 - (c) Adds the values to the Legends area
 - (d) None of the above
- (vi) Which button should be pressed when grouping worksheets together?
 - (a) Alt
 - (b) Ctrl
 - (c) Tab
 - (d) None of the above
- (vii) Which keyboard shortcut would you use to save an Excel workbook?
 - (a) Ctrl+A
 - (b) Ctrl+S
 - (c) Ctrl+P
 - (d) None of the above

- (viii) The following are the advantages of using Google Workspace:
 - (a) Cloud based workflow
 - (b) Live collaboration
 - (c) Browser-based interface
 - (d) All of the above
- (ix) When sharing files with the "Get Link" option, the defaults for files and folders are:
 - (a) Read and Write access
 - (b) Read-only access
 - (c) Both of the above
 - (d) None of the above
- (x) A Google calendar event can have which of the following characteristics?
 - (a) Guests
 - (b) Google Meet Link
 - (c) All Day Event
 - (d) All of the above

- Write short notes on any *five* of the following in about 100 words each. Each question carries
 marks.
 - (a) Pivot tables and charts
 - (b) Orientation
 - (c) NPER Function
 - (d) Arrays
 - (e) Automated filtering
 - (f) Open Database Connectivity (ODBC)
 - (g) Status Bar
 - (h) Google Workspace
- 3. Answer any **four** of the following in about **250** words each. Each question carries 5 marks. $4\times5=20$
 - (a) Why should you use filters for data?
 - (b) When is MID function used?
 - (c) How can you insert a line chart for a given dataset?
 - (d) How do you create a pivot table? Discuss the process.

- (e) What are the different ways of saving workbooks?
- (f) What are the benefits of cloud-based computing?
- 4. Answer any **one** question in **500** words. Each question carries 10 marks : $1\times10=10$
 - (a) What do you mean by Google forms
 Interface? How do you create
 questionnaires with Google forms? What
 are the advantages of it?
 - (b) What do you think to your Gmail inbox when there is an upcoming event set in Google Calendar?