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BSMA-003

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. 10×1=10

(i) Layouts in Excel are useful for :

- (a) Adding values
- (b) Finding greater value
- (c) Searching for values
- (d) Printing

P. T. O.

- (ii) How would you merge three cells together ?
- (a) Bold
 - (b) Filter
 - (c) Border Button
 - (d) Merge and Center
- (iii) Which reference operator is used to lock values of a cell ?
- (a) Colon (:)
 - (b) Dollar (\$)
 - (c) Comma (,)
 - (d) Hash (#)
- (iv) The types of data tables allowed in Microsoft Excel are :
- (a) One Dimensional
 - (b) Two Dimensional
 - (c) None of the above
 - (d) (a) and (b) only

- (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

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

- (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. 4×5=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 : 1×10=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 ?