BSMA-003

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

Term-End Examination

June, 2024

BSMA-003 : ADVANCED IT SKILLS

Time : 2 Hours   *Maximum Marks : 50*

Note : *Attempt all questions.*

1. Answer all the questions. Each question carries 1 mark.

    (i) Which of the following do you think is an Excel function ?

    (a) Is Array( )

    (b) Path

    (c) Sum

    (d) Format

    (ii) In which environment are double underlines commonly used ?

    (a) Scientific

    (b) Accounting

    (c) Geographic

    (d) Mathematical

(iii) PMT function is used to calculate ....

    (a)   Present value

    (b)   Future value

    (c)   Interest rate

    (d)   Instalment value

(iv) A .... connects between two points on a graph using straight line.

    (a)   Area chart

    (b)   Line chart

    (c)   Pie chart

    (d)   Bar chart

(v) Placing a data field on the .... area lets the pivot table calculate it.

    (a)   Filters

    (b)   Rows

    (c)   Values

    (d)   Columns

(vi) The .... option is used to copy a worksheet to a different workbook.

    (a)   Rename

    (b)   Delete

    (c)   Move or Copy

    (d)   View Code

(vii) The following shortcut can be used to cut the entire values from a range of cells in a worksheet :

(a)   Ctrl + A

(b)   Ctrl + C

(c)   Ctrl + X

(d)   Ctrl + P

(viii) When creating Google forms, the can be used to allow users to upload files.

(a)   Multiple Choice

(b)   Drop-Down

(c)   File Upload

(d)   Short Answer

(ix) The .... button is used to create an event in Google Calendar.

(a)   Create

(b)   Search

(c)   Settings

(d)   None of the above

(x)   A Google calendar interface can be configured to show ....

(a)   Days

(b)   Months

(c)   Weeks

(d)   All of the above

P. T. O.

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

   (a) Spreadsheet

   (b) Placeholder

   (c) MIN and MAX functions

   (d) Pivot chart restrictions

   (e) XML

   (f) Page Layout Buttons

   (g) Voice Typing

   (h) Google Calendar

3. Answer any *four* of the following questions in about **250** words each. Each question carries 5 marks : 5×4=20

   (a) Describe some benefits of using advanced Excel techniques.

   (b) How will you protect a workbook while sharing it among various people ?

   (c) Explain AND and OR functions. Draw tables that show the output when given Boolean conditions.

(d) What should you do to protect an entire workbook ?

(e) Discuss the common Excel shortcuts.

(f) What are the benefits of creating questionnaires with Google forms ?

4. Answer any *one* question in **500** words :

$1 \times 10 = 10$

(a) What are the *two* important LOOKUP functions in Microsoft Excel ? How do you generate automated mark-sheet using HLOOKUP function ? Discuss.

(b) What is a Google Workspace ? How do you create Google forms ? Discuss.